Missouri Western State University Surplus Inventory Disposal Form

Please contact the Capital Asset Accoutant, X4576 for questions.

Form must be completed or assets will not be disposed of by Physical Plant

See Accounting Services Webpage for Suplus Inventory Disposal step-by-step instructions

Disposal Date _____

Contact Name _____

Department Name _____

Department # _____

Maintenance Request # _____

- ➢ Complete a Maintenance Request available through Physical Plant
- ➢ Complete this form and attach to Maintenance Request
- ➢ Complete and attach the SS1 form if disposing of computer equipment
- ➢ All information must be filled out before disposing of assets
- ➢ Send completed forms to Physical Plant
- ➢ Keep a copy for Depatmental files

					Physical Plant Use Only		
MWSU Tag # (only if Tagged Asset)	**Asset Description** (Include Brand Name)	**Model #**	**Serial #** **For Dell use the** **Service Tag #**	**Item Condition** (useable/not useable)	**Location**	**Lot**	**SS1 Form Attached** (yes/no)

Departmental Approval _____ **Date** _____   **Physical Plant Pickup** _____ **Date**

****Accounting Services Use Only****

Banner DI **Date/Initials:**	**WT DI/Checked** **Date/Initials:**	**Scanned Date/Initials:** **Attached in Wt Date/Initials:**	**# Of** **Computers:**