



REQUEST TO DISPOSE OF EQUIPMENT

University of Southern Mississippi

Gulf Coast Research Laboratory

PROPERTY ACCOUNTING

DEPARTMENT DISPOSING OF EQUIPMENT: _____

INVENTORY NUMBER: _____

SERIAL NUMBER: _____

DESCRIPTION: _____

REASON FOR DISPOSAL: _____

CONDITION OF EQUIPMENT: _____

Requestor's Name (Print or Type)

Requestor's Signature

Date

Signature Authority (Print or Type)

Signature Authority's Signature

Date

Received by Property Office

Date

Property Office Use Only

Method of Disposal:

- Computer/Telecommunications Equipment - Department must have hard drive removed - CP2 required
- Salvage - Form 961 Required
- Surplus - Form 961 Required
- Sold - Form 873 Required
- Trade - Form 873 Required