

iService Request #

PROPERTY/EQUIPMENT DISPOSAL REQUEST

*Incomplete forms **WILL NOT** be processed.*

Dept. Contact _____ Phone # _____ Date _____

Location Code _____ Department Name _____

E-NUMBER	ASSET DESCRIPTION	SERIAL NUMBER	CONDITION CODE*

*Condition Codes: **O** – Operational; **N** – Non-Operational

DEPARTMENT HEAD		
Printed Name _____	Signature _____	Date _____

(If computers, laptops or any equipment containing a hard drive is listed, please contact IT to remove the hard drive(s).)

FOR INFORMATION TECHNOLOGY USE ONLY			
Item(s) Removed <input type="checkbox"/>	Memory <input type="checkbox"/>	Hard Drive <input type="checkbox"/>	Other <input type="checkbox"/> _____
Printed Name _____	Signature _____	Date _____	

FOR PROPERTY MANAGEMENT USE ONLY		
RECEIVED BY		
Printed Name _____	Signature _____	Date _____
VERIFIED BY		
Printed Name _____	Signature _____	Date _____
INVENTORY UPDATED BY		
Printed Name _____	Signature _____	Date _____

INSTRUCTIONS

PROPERTY/EQUIPMENT DISPOSAL REQUEST

This form is to be submitted when property needs to be picked up and disposed of. Please include all information.

1. **Department Contact Information** – Enter the name and phone number of the contact person in your department for property inventory.
2. **Location Code** – Enter your department's Location Code. (ex. 12345. Contact Property Management if you do not know your Location Code.)
3. **Department Name** – Enter your department's name. (ex. Property Management)
4. **E- Number** – Enter the E-number assigned to the property/equipment.
5. **Asset Description** – Enter the description of the property you are requesting disposal for.
6. **Serial Number** – Enter the serial number of the property you are requesting disposal for.
7. **Condition Code** – Select the condition code:
 - Operational property is in good operating condition
 - N - Non-Operational property is no longer in good operating condition and non-economical to repair
8. **Department Head** – must print, sign and date for the disposal authorization.
9. **For Information Technology Use Only** –Verification of removal of computer components. (If computer equipment is listed, A JSU IT representative must remove the hard drive(s) and sign the form prior to submission to Property Management.)
10. Once you are ready for disposal, create an iService ticket request for the disposal through TMA.
11. Write the **iService ticket number** in the specified area on the Property/Equipment Disposal form.
12. Email the completed Property/Equipment Disposal form to propertymanagement@jsums.edu.
13. A team member will contact you to pick up the specified property. (A department representative must be available during pickup.)
14. Once property has been disposed, you will receive a confirmation email along with the Property/Equipment Disposal form that includes all signatures indicating the disposal process has been completed. Keep the signed copy for your records.