

**MISSISSIPPI UNIVERSITY FOR WOMEN
PROPERTY DELETION REQUEST**

TO: RESOURCES MANAGEMENT, BOX 1628

DATE: _____

PLEASE DELETE THE FOLLOWING ITEMS ~~OF EQUIPMENT~~ FROM MUW INVENTORY LISTINGS.

ASSET NUMBER	ASSET DESCRIPTION	BUILDING	ROOM #	SERIAL #	IS ASSET OPERATIONAL OR OBSOLETE?	METHOD OF DISPOSAL (INTERNAL USE ONLY)	COST

THE ABOVE ITEMS HAVE BEEN LOST OR STOLEN ()
 IF ITEM IS LOST OR STOLEN, YOU MUST CALL MUW POLICE AND NOTIFY RESOURCES MANAGEMENT IMMEDIATELY.
PLEASE REFER TO EMP 8 OF THE INVENTORY MANUAL FOR LOST OR STOLEN ITEMS

REQUESTED BY _____
 DEPARTMENT/~~DIVISION~~ HEAD

 DATE

 PROPERTY CONTROL & RESOURCES COORDINATOR

 DATE

PICKED UP BY MOVING CREW: _____
 SIGNATURE

 DATE

COPY TO: ~~PUBLIC SAFETY~~ POLICE (WHEN ITEMS ARE LOST OR STOLEN)