

# MISSISSIPPI UNIVERSITY FOR WOMEN PROPERTY DELETION REQUEST

TO: Resources Management, W1628

Date: \_\_\_\_\_

Please delete the following items from MUW inventory listings.

Inventory Number	Asset Description	Building	Room Number	Serial Number	Is Asset Operational or Obsolete	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 Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Control & Resources Coordinator

\_\_\_\_\_  
Date

Picked up by Moving Crew:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date