

**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:

_____ Date _____
Department Head

_____ Date _____
Property Control & Resources Coordinator

Picked up by Moving Crew:

_____ Date _____
Signature