



The University of Southern Mississippi  
Gulf Coast Research Laboratory  
Property Accounting

## REQUEST TO DISPOSE OF EQUIPMENT

Department Disposing of Equipment: \_\_\_\_\_

Inventory Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Description: \_\_\_\_\_

Reason for Disposal: \_\_\_\_\_

Condition of Equipment: \_\_\_\_\_

\_\_\_\_\_  
Requester's Name (print or type) Requester's Signature Date

\_\_\_\_\_  
Signature Authority (print or type) Signature Authority's Signature Date

\_\_\_\_\_  
Received by Property Office Date

\_\_\_\_\_  
Property Office Use:

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