USM TAG REMOVAL FORM

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  | | | | |  | | | Asset #: |  |
| Department: | | |  | | | | | | DeptID #: |  |
| Building/Room: | | | |  | | | | | Telephone #: |  |
| Removed by: | |  | | | | | | | Serial #: |  |
| Description: | |  | | | | | | | | |
| Reason for Removal: | | | | |  | | | | | |
| Company Sent for Repairs: | | | | | | |  | | | |
| Department Property Contact: | | | | | | | |  | | |
| Department Signature: | | | | | | | |  | | |

Please call Property Accounting at 601-266-4439 when item or replacement is returned for re-tagging. If asset is not returned or replaced, please give explanation and reason for disposal.

---PROPERTY OFFICE USE ONLY---

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date Retagged: |  | | | | Re-tagged by: | |  |
| Was asset returned? | |  | YES |  | | NO | |
| Was asset replaced? | |  | YES |  | | NO | |
| New Serial Number (if replaced): | | | |  | | | |
| If not returned or replaced, please explain for purpose of disposal: | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |