



MSU Federal Property Disposal Form

This form is to be submitted by the Principal Investigator of the specified award to request the disposition of sponsored research equipment. Please complete this form and forward to Receiving & Property Control for approval prior to disposal of equipment. Use the form Sponsored Equipment Loss Form to report a loss of equipment.

This form prepared by:
Name: Phone: Date:
Dept. Code: Dept: Dept Head:

Principal Investigator (PI): Campus Address:
Fund No: Award: Sponsoring Agency:

Table with 5 columns: Inv No., Description, Serial No., Cost, Disposal Reason

APPROVAL SIGNATURES TITLE DATE
Principal Investigator
Dean, Director, or Unit Head
Property Officer/Asst Property Officer

# General Instructions

This form prepared by	Name, phone number of person completing form - for contact purposes.
Phone	Phone number of person completing the form.
Date	Date of form completion.
Dept Code	Code assigned to department.
Dept	Name of department associated with equipment.
Dept Head	Unit head of department.
Principal Investigator	Name of person responsible for research.
Campus Address	Location of P.I.
Fund No.	Fund established by Sponsored Programs Accounting for award.
Award	Award title in FRAGRNT screen of BANNER.
Sponsoring Agency	Agency funding the award.
Inv. No.	Asset number assigned on department inventory report.
Description	Description of item as it appears on department inventory report.
Serial No.	Serial number of item matched with department inventory report.
Disposal Reason	Select appropriate description from drop-down box.

Approval Signatures      Principal Investigator and Dean, Director, or Unit Head

Complete and forward to: Receiving & Property Control (RPC)  
P.O. Box 6177  
Mississippi State, MS 39762  
Mail Stop 9605  
Phone: (662) 325-2545  
Fax: (662) 325-4551

Maintain a copy of this form in departmental file for audit purposes.