

### Receiving & Property Control

Phone: 662-325-2545

Fax: 662-325-4551

Mail Stop 9605

Complete this form to create or change departmental contact information.  
Submit to Receiving & Property Control fax number 325-4551 or mail stop 9605.

\_\_\_\_\_ Update Existing Information  
\_\_\_\_\_ Establish a new department for inventory purposes

Agency	Dept Id	Department Name
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Inventory Representative \_\_\_\_\_

Address \_\_\_\_\_

Mail Stop \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Inventory Representative Email Address \_\_\_\_\_

Dean, Director, Department Head \_\_\_\_\_

Dean, Director, Department Head Email Address \_\_\_\_\_

Vice President \_\_\_\_\_

Approval: \_\_\_\_\_  
Dean, Director, Department Head Signature Date

Property Control Use Only		
initial/date	_____	_____
InCircuit Updated	Labels Updated	Address Book Updated



## Property Representative Information Form Instructions

Form is available at [www.property.msstate.edu](http://www.property.msstate.edu)

Please complete all information. Incomplete forms will be returned to the department for completion.

### **Department Responsibilities**

Department heads are responsible and accountable for all equipment listed on the department inventory record.

Additional departmental responsibilities include, but are not limited to, the following:

- Designate a departmental property representative to coordinate property matters,
- Report new equipment purchases in a timely manner upon receipt of equipment,
- Report any missing/stolen equipment in a timely manner,
- Tag equipment in a manner consistent with state regulations,
- Request the disposal of surplus equipment,
- Assist in the completion of periodic audits conducted by the Office of the State Auditor, Office of Internal Audit or by Receiving & Property Control,
- Complete an Inventory Department Information Form when changes in department information occur
- Maintain a current file of hand receipts

**For additional information concerning property issues, please visit the Receiving & Property Control website located at [www.property.msstate.edu](http://www.property.msstate.edu) or call 662-325-2545 to schedule a training session.**