



STATE OF MISSISSIPPI
OFFICE OF THE STATE AUDITOR
STACEY E. PICKERING
AUDITOR

MEMORANDUM

TO: State Agencies
Universities

FROM: Ross Campbell 
Director of Property

SUBJECT: Disposal Procedure Changes

DATE: July 6, 2010

This memo is being sent to inform you of new procedures regarding the transfer of equipment to Surplus Property. **The changes will become effective immediately.** To dispose of inventory being sent to Surplus Property, a disposal must be created in Protégé prior to the asset being taken to Surplus Property. Once the disposal is created, the items will have a status of In Transfer. When the items are delivered, someone at Surplus Property will approve or reject the transfer. Items will show an Inactive status at the time of approval. If an item is rejected, the status will be changed to Active.

If you have any questions, please call me at 576-2712 or Scott Rhodes at 576-2714.

RC