



Lamar University • Property Management Department  
 PO Box 10004 • (409) 880-1886 or (409) 880-8898  
 logisticalsupport@lamar.edu

Office Use Only

### Found Asset Not On Inventory List

Department \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Property Tag#	Property Serial#	Property Description	Property Location	Person Assigned To

**Another department may be looking for the asset that you found. Do not list new assets recently delivered.**

OFFICE USE ONLY BELOW THIS LINE

SPA  AFR Initials: \_\_\_\_\_ Date: \_\_\_\_\_       LDRIVE  EMAIL DEPARTMENT Initials: \_\_\_\_\_ Date: \_\_\_\_\_