



Office Use Only

IT Equipment Removal Request

Use this form to send all equipment with hard drives to Surplus (*i.e. computers, tablets, IPADS, laptops, servers, copiers*). **DO NOT** include monitors, keyboards, mouse, printers, etc. on this form. Please use the Surplus Removal Request form for these items.

Email the completed form to LogisticalSupport@Lamar.edu. If unable to scan, send to PO Box 10004.

Date Requested: _____ Department: _____ Requested by: _____ Phone #: _____

Inventory Tag #	Description	Serial #	Location Building & Room #	Logistical	IT Department				Logistical	Property Mgmt.
				Date to IT Dept.	Hard Drive Serial #	Bar Code #	Initials	Date	Date to Surplus	Value

Property Custodian's Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

SPA AFR L DRIVE EMAIL DEPARTMENT Initials: _____ Date: _____