



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

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. *** Fields are **REQUIRED**.

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
 Equipment Pick-up Completed by: Initials: _____ Date: _____ Departmental Representative present at pick-up _____
 SPA AFR Initials: _____ Date: _____ L DRIVE EMAIL DEPARTMENT Initials: _____ Date: _____