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logisticalsupport@lamar.edu

Office Use Only

Found Asset Not On Inventory List

Department _____ Date _____

Name _____ Phone # _____

Table with 5 columns: Property Tag#, Property Serial#, Property Description, Property Location, Person Assigned To. Contains 15 empty rows for data entry.

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

OFFICE USE ONLY BELOW THIS LINE