

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).
 mouse, printers, etc. on this form. Please use the Surplus Removal Request form for these items. *** Fields are

include monitors, keyboards,

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 Date to IT Dept	IT Department				Logistical Date to Surplus	Property Mgmt. Value
					HardDrive Serial #	Bar Code #	Initials	Date		

Property Custodian's Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE
 Equipment Pickup Completed by: Initials: _____ Date: _____ Departmental Representative at pick-up: _____
 Initials: _____ Date: _____ > Z/s ' DEB-ZD E dInitials _____ Date _____