

# Inventory Verification Instructions

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Lamar University

PROPERTY MANAGEMENT

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# Steps

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## Forms

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### [Surplus Removal Request \(Link\)](#):

- A form used to have obsolete and damaged items sent to the surplus warehouse and removed from inventory when applicable.
- For monitors, keyboards, printers, fax machines, desks, etc.

### [IT Equipment Removal Request \(Link\)](#):

- A form used to have equipment with a hard drive (HDD/SSD) removed from the department's inventory and moved to the surplus warehouse.
- For laptops, desktops, tablets, cell phones, etc.

### [Equipment Transfer Request \(Link\)](#):

- A form used to have:
  - Equipment physically moved within the department or transferred to another department
  - The responsibility of an asset transferred to another department
- Both the transferring and receiving Department Property Custodian must sign.

### [Missing, Damaged, or Stolen Property Investigation Report \(Link\)](#):

- A form used to inform Property management that after an EXTENSIVE SEARCH to locate the asset was performed, it still could not be found.
- The form must include a LUPD Police Report case number.

### [Remove Equipment from Campus Request \(Link\)](#):

- A form used for the Property Custodian to allow employees to remove the department's equipment from campus.
- The Property Custodian should inform employees to bring all university equipment back to campus for verification.
- The department is to keep up with a copy of the PR23 form and who checked out each piece of equipment
- If the Department Property Custodian is the requestor, their immediate supervisor is required to sign the form.
- The request form must be completed and submitted each fiscal year (September through August).

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