

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](mailto: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 Present at pick-up \_\_\_\_\_  
 Initials: \_\_\_\_\_ Date: \_\_\_\_\_ > Z/s \_\_\_\_\_ DEPT D E Initials \_\_\_\_\_ Date \_\_\_\_\_