



EQUIPMENT INVENTORY ACTION REQUEST

OFFICE OF PROPERTY MANAGEMENT - PURCHASING DEPARTMENT
 LOUISIANA STATE UNIVERSITY, BATON ROUGE, LA 70803

DEPARTMENT	BUDGET / ACCOUNT CODE	DATE
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INSTRUCTIONS: Mark "X" in Appropriate box below for type of action requested and fill in additional information as required. Use Surplus Supplement Form if needed.

For data devices, a Removal of Security - Sensitive Data form is to be submitted with request.

***Signature Needed below depending on Action (1) Dept. Head OR (2) Property Custodian**

For Additional information, Please visit the Property Management web page -> <http://www.fas.lsu.edu/purchasing/propmgmt.htm>

<input type="checkbox"/> TRANSFER TO SURPLUS, (2) <small>(CONDITION REQUIRED)</small> <input type="checkbox"/> TRADE-IN FOR CREDIT, (1) <small>(SEE BOP 4-2 FOR GUIDELINES)</small> <input type="checkbox"/> DEPARTMENT TRANSFER, (1) <input type="checkbox"/> OR ACCT. CODE CHANGE	<input type="checkbox"/> THEFT REPORT, (2) <small>(LAW ENFORCEMENT DOCUMENT REQUIRED)</small> <input type="checkbox"/> NEW INVENTORY, (2) <small>NO. (TAG) REQUIRED</small> <input type="checkbox"/> RECEIPT OF GIFT OR DONATION, (2) <small>(MUST INDICATE VALUE OF ITEM)</small>	<input type="checkbox"/> SCRAP, (2) <input type="checkbox"/> DISMANTLE FOR PARTS, (2) <small>(APPROVAL REQUIRED. DISPOSING INSTRUCTIONS WILL BE PROVIDED WITH APPROVED LPAA DOCUMENT)</small> <input type="checkbox"/> (OTHER) (2) <small>EXPLAIN IN COMMENTS BELOW</small>
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ITEM/DESCRIPTION <small>(Give Value Of Item(s) If Donation)</small>	✓	INVENTORY NO. <small>(Or Serial No.)</small>	LOCATION <small>(Present/New)</small>

CONDITION OF EQUIPMENT/COMMENTS

IF DEPARTMENT OR ACCOUNT CODE CHANGE <table style="width:100%;"> <tr> <td style="width:50%; text-align: center;"> <input style="width:90%;" type="text"/> FROM DEPARTMENT </td> <td style="width:50%; text-align: center;"> <input style="width:90%;" type="text"/> BUDGET/ACCT CODE </td> </tr> <tr> <td style="text-align: center;"> <input style="width:90%;" type="text"/> TO DEPARTMENT </td> <td style="text-align: center;"> <input style="width:90%;" type="text"/> BUDGET/ACCT CODE </td> </tr> </table>	<input style="width:90%;" type="text"/> FROM DEPARTMENT	<input style="width:90%;" type="text"/> BUDGET/ACCT CODE	<input style="width:90%;" type="text"/> TO DEPARTMENT	<input style="width:90%;" type="text"/> BUDGET/ACCT CODE	By Department Receiving Transferred Items <input style="width:100%;" type="text"/> Print Name <input style="width:100%;" type="text"/> Received By: Sign Name <input style="width:100%;" type="text"/> Date
<input style="width:90%;" type="text"/> FROM DEPARTMENT	<input style="width:90%;" type="text"/> BUDGET/ACCT CODE				
<input style="width:90%;" type="text"/> TO DEPARTMENT	<input style="width:90%;" type="text"/> BUDGET/ACCT CODE				

DEPARTMENT RENDERING REQUEST SIGNATURE- (1) DEPT. HEAD <u>OR</u> (2) PROPERTY CUSTODIAN TYPE/PRINT NAME TELEPHONE NUMBER	FOR PROPERTY MANAGEMENT OFFICE USE ONLY <input type="checkbox"/> Item(s) Picked up Date: _____ <input type="checkbox"/> LPAA Transfer Date: _____ Number: _____ <input type="checkbox"/> To Warehouse <input type="checkbox"/> Request Completed Property Management Authorization
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