/DPDU 8QLYHUVLW\ ” 3URSHUW\ 0DQDJHPHQW
32 %R[” RU
logisticalsupport@lamar.edu

Office Use Only

Found Asset Not On Inventory List

Department _____ Date _____

Name _____ Phone # _____

Property Tag#	Property Serial#	Property Description	Property Location	Person Assigned To

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

OFFICE USE ONLY BELOW THIS LINE