



Lamar University • Property Management
 PO Box 10004 • (409) 880-1886 or (409) 880-8898
logisticalsupport@lamar.edu

Office Use Only

Warranty Equipment Replacement Request

Use this form when replacing tagged equipment through warranty (no cost) exchanges only. Attach Lamar University property tag from original equipment to form. Email the completed form to Logistical Support at LogisticalSupport@Lamar.edu. If unable to scan, send to PO Box 10004.

Date Requested: _____ Department: _____ Requested by: _____ Phone #: _____

Original Equipment					
Inventory Tag#	Description	Vendor	PO#	Serial #	Location Bldg / Room #
Replacement Equipment					
RMA#	Serial #	Place Original Property Tag Below			Replacement Inventory Tag#
Reason for Replacement					

Property Custodian's Signature: _____ Date: _____

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SPA AFR Initials: _____ Date: _____

L DRIVE Initials: _____ Date: _____