UNIVERSITY OF LOUISIANA AT MONROE PROPERTY CONTROL

STATE PROPERTY EQUIPMENT EXCHANGE REPORT

DEPARTMENT:		DATE:		
DEFECTIVE ITEM				
LOUISIANA STATE PROPERT	ΓΥ TAG NUMBER	:PLEASE REMOVE TAG	G & TAPE IT TO BOTTOM OF FORM	
FOR UNTAGGED ITEMS, PLEA	ASE INCLUDE A CO	PY OF THE PURCH	ASE ORDER FOR THAT ITEM.	
PURCHASE ORDER NUMBI	ER:		_(FOR UNTAGGED ITEM ONLY)	
DESCRIPTION: BRAND		MODEL	ITEM	
SERIAL NUMBER COPIER METEI		READING		
LOCATION:BUILDI			-	
BUILDI	ING	ROOM		
REPLACEMENT ITEM				
DESCRIPTION:				
	BRAND	MODEL	ITEM	
COMPLETE SERIAL NUMBE	ER:			
LOCATION:BUILDING		ROOM		
_ 55 55				
DEPARTMENT HEAD	SIGNA	ΓURE		

SERVICE REPRESENTATIVE:	-			
	TELEPHONE			
COMPANY ADDRESS:				
**************************************		* * * * * * * * * * * * * * * * * * *		
	* NEW TAG	NUMBER		
	* TAGGED BY	* TAGGED BY		
	* DATE			
	* PURCHASE	ORDER NUMBER		

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