

**UNIVERSITY OF LOUISIANA AT MONROE
PROPERTY CONTROL**

AUTHORITY TO RELEASE EQUIPMENT FOR REPAIRS

PROPERTY TAG NUMBER: _____

ITEM DESCRIPTION: _____ MAKE _____

SERIAL NUMBER: _____

CHECK ONE:

PICKED UP _____ SHIPPED TO _____ DELIVERED TO _____

ULM TECHNICAL SERVICES _____ AUTHORIZED DEALER _____

ULM MAINTENANCE DEPT _____ ORIGINAL VENDOR _____

ULM COMPUTING CENTER _____ OTHER _____
PLEASE GIVE NAME

REMOVED BY _____ DATE: _____
SIGNATURE

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

AUTHORIZED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

RETURN DATE: _____ VERIFIED BY: _____

THIS FORM SHOULD BE KEPT ON FILE IN YOUR OFFICE AS PROOF OF LOCATION FOR CERTIFICATION OR
AUDIT INFORMATION.