



Lamar University • Property Management Department  
 PO Box 10004 • (409) 880-8940

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](mailto: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: \_\_\_\_\_

OFFICE USE ONLY BELOW THIS LINE

SPA  AFR  T DRIVE  EMAIL DEPARTMENT Initials: \_\_\_\_\_ Date: \_\_\_\_\_