



**Lamar University Property Management**  
 PO Box 10004 (409) 880-1886 or (409) 880-8898  
[logisticalsupport@lamar.edu](mailto:logisticalsupport@lamar.edu)

Office Use Only

**ACKNOWLEDGE RECEIPT OF GIFT-IN-KIND OR LOANED INVENTORY**

Email completed form to [LogisticalSupport@Lamar.edu](mailto:LogisticalSupport@Lamar.edu). If unable to scan, send to PO Box 10004.

Date Requested \_\_\_\_\_ Department \_\_\_\_\_

Requested by \_\_\_\_\_ Phone # \_\_\_\_\_

This form must be completed by the department to acknowledge receipt of Gifts-in-Kind and/or Loaned equipment from other institutions. Appropriate documentation is required. Each item must be listed separately on form. Complete all information below and obtain all authorizing signatures prior to submitting to Property Management.

Is this equipment purchased on f \_\_\_\_\_

If yes, who is lender? \_\_\_\_\_

Dept. Property Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator Name \_\_\_\_\_

Principal Investigator Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY BELOW THIS LINE

Property Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

SPA AFR Initials \_\_\_\_\_ Date \_\_\_\_\_

L DRIVE EMAIL DEPARTMENT Initials \_\_\_\_\_ Date \_\_\_\_\_