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

INVENTORY TAG ASSIGNMENT FOR FABRICATION

Department: _DDDDaalDDalDaDalD

be constructed, fabricated, or assembled: _____

_____

_____

_____

_____

_____

ted Completion Cost: _____

ted Date of Completion: _____
(Note: Purchases after this date will be classified as maintenance and not capital expenditures.)

Employee Signature: _____ ID #:_____

Printed Name: _____ Phone #: _____

Department Head Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

Instructions: Department will send the completed form to Property Management PRIOR to requisitioning any parts or material for this fabrication. Property Management will assign inventory tag number and notify the department of this number. The department MUST reference the tag number on all requisitions related to this fabrication.

NOTE: Stand-alone equipment used to monitor or control the fabrication are not considered part of the fabrication and will be assigned its own individual tag number, if it meets capitalization or controlled criteria. Examples would be computers, printers, etc.

Inventory Tag Number Assigned: _____

Property Manager Approval: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

´ ^ W ´ > Z / s z z z z z z z z z š z W z z z z z z z z z