

PROPERTY MANAGEMENT Asset Action Request Form

Property Management 3555 River Road, Baton Rouge, LA 70803 Email: property@Isu.edu Phone: 225.578.6921	DATE DEPARTMENT NAM COST CENTER NUMI
REQUEST TYPE (REQUIRED): ONLY ONE (1) PEF	
	DATA SANITIZATION FORM ATTACHED
BUILDING & ROOM #	FOR PROPERTY MANAGEMENT USE
CONTACT NAME	SCHEDULED PICKUP D
PHONE #	APPROVALS IN WORKDAY COMPLETE?
EMAIL	

TRANSACTIONS INVOLVING TAGGED (INVENTORIED) ASSETS MUST BE APPROVED IN WORKDAY BY COST CENTER MAI

**Depending on size and complexity of pickup, department may be required to place a Facility Services work order (for a fee). Some requests may pickup by LPAA, and significant advance notice may be necessary. Property Management will review and determine the best handling. Attach add pages if needed.

	PROP MGT USE ONLY				
QTY	QTY P/U	INVENTORY NUMBE (LSU TAG#)	SERIAL NUMBER	EQUIPMENT DESCRIPTION	DATA SANITIZATIO FORM REQ (Y/N)

ASSET CUST/COST CENTER MGR SIGNATURE/DATE

PROPERTY MANAGEMENT RECEIPT SIGNATURE/DATE