

LDH ASSET/MOVEABLE PROPERTY OUT FOR SERVICING/REPAIR (OTS/OUTSIDE VENDORS)

- OVER \$1000
- OVER \$5000
- UNDER \$1000

Property Location Liaison/Coordinator/Manager Name and Personnel #: _____

Building Slab/Functional Location Name/ID #: _____

Plant Maint. #: _____

Asset: OUT (leaving)

Date/Time Signed Out	State/Agency NOTIFICATION # LEGACY #	Serial #	Asset/Moveable Property Description

Vendor Name <small>[If using OTS repair, attach copy of INCIDENT Ticket] (Outside Vendor attach supporting documents such as work order and courier tracking information)</small>	Purpose For Service/Repair/Comments

Print Name of Person Receiving Asset/Moveable Property For Service/Repair: _____

Signature/Date of Person Receiving Asset/Moveable Property For Service/ Repair: _____

Signature/Date of Property Liaison/Coordinator/Manager Validates Service/Repair : _____

Asset: IN (returned)

Date/Time Signed In	State/Agency NOTIFICATION # / LEGACY #	Serial #- Confirmed Y or N?

Print Name of Person Returning Asset From Service/Repair: _____

Signature/Date of Person Returning Asset From Service/Repair: _____

Signature/Date of Property Liaison/Coordinator/Manager Validates Service/ Repair: _____