

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

Property Location Liaison/Coordinator/Manager Name and Personnel #: \_\_\_\_\_

BuildingSlab/Functional Location Name/ID# \_\_\_\_\_

Plant Maint. #: \_\_\_\_\_

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

**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** \_\_\_\_\_