

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 _____