

**Lamar University    Property Management Department**  
 PO Box 10004    8d.4-0.002 I54W    Two administrative use in accordance with Lamar University  
 and faculty/staff

2. Property/equipment issued to a Lamar University student, faculty, or staff may NOT be loaned or transferred to another individual.
3. Individuals are expected to be familiar with the use and care instructions for the property/equipment.
4. The property/equipment will be maintained in a safe, secure, and orderly manner.
5. For inventory or maintenance purposes, individuals must submit the property/equipment to the department upon request. Failure to do so will result in a hold being placed on the student's account for the amount of the property/equipment until it is returned or Lamar University is reimbursed for the cost of the property/equipment. Failure by faculty or staff will be reported to Lamar University's Cash Management department.
6. Loss or damage to the property/equipment beyond normal wear and tear is the responsibility of the individual, and should be reported immediately to the department. Contact Property Management to make payment arrangements for repair or acquisition/replacement cost. The department is responsible for submitting a Missing, Damaged, or Stolen Property Investigation Report to Property Management.

Department Use Only

Checkout Date	Staff Initials	Return Date	Staff Initials	Notes

Submit completed    Remove Equipment from Campus Request form to Property Management if property/equipment is checked out for longer than one semester.