

Northwestern State University
Property Control

Authority to Release Equipment for Repairs

Date: _____

Budget Unit Department Title: _____ LPAA Account Index.: _____

Item Description	Tag No.	Serial No.

Picked Up for Repairs By:

_____ Original Vendor _____ Authorized Dealer
 _____ Other (*please state*) _____

Property Custodian

Date

Property Control Manager

Date

Company Name (*if applicable*)

Company Phone No.

Return Authorization No. (*if shipped*)

Company/Service Representative Signature

Date

Received By (*Upon Return*)

Date