

Georgia SouthWestern State University
Materials Management

Shipment Repair of Property Inventory

Vendor:

Address:

City:

State:

Zip:

Telephone #:

Decal #:

Serial #:

Description of Equipment being sent off campus for repair:

Custodian Department Head Approval: _____
(Signature required)

Date sent out:

Department sending out for repair:

Date returned to campus: _____

Delivered to Department received by: _____

♦ Cc: Janis Warren, Director Property Inventory