Inventory Repairs

Summary/Purpose: Property in need of repair or warranty replacement that must be sent off campus.

When departments have property in need of repair or warranty replacement that must be sent off campus, they should contact the Procurement Services Department to obtain a Return Request identifying the following:

1. Where the property should be sent
2. Whether it is a replacement or repair of property
3. Property number assigned to piece of equipment

The department should complete an Equipment Loan Form and forward to the University Property Office explaining what is happening with the piece of equipment. The vendor should be listed in the borrowing section of this form.

If the item(s) are being replaced, the label must be removed and attached to a memo stating this. Once the replacement item(s) is received, the department is responsible for notifying the University Property Office so that the new information on the item(s) may be obtained and the label reattached.