

## Warehouse Services Repurpose Request Form

Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Building/Room Number: \_\_\_\_\_

Once this Repurpose Request Form is complete, email it to **warehousefacilities@liberty.edu** for approval. Please note: Repurpose Online Requests are **not live** and availability of item(s) are subject to change. Items in this inventory are used and may contain defects. Requested items are for long term usage. Warehouse Services will reach out to the requesting department if item(s) are not available at the time of request. Warehouse Services will then enter a work order for Materials Movement to pick up all items listed. Item(s) can only be held for up to one week. **For any additional questions, send an email to warehousefacilities@liberty.edu.**

Asset #	Item Description

Special Instructions:

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### For Official Use Only

Rev 09/2022

WS Approval: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Work Order #: \_\_\_\_\_