FOUND ASSET NOT ON INVENTORY LIST

(Revised 04/2020)

Print Form

DIVISION OF FINANCE & ADMINISTRATION
Asset Management

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER
Asset Management

Chair/Director N Account:

Asset Tag#	Asset Serial #	Asset Description	Asset Location

Another department may be looking for the asset that you found. Do not list new assets recently delivered.

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