

Tulane

TUHSC Asset Form

Date: _____

Prepared By: _____

Department: _____

Return this form to the Property Management Office, Mailbox EP-8, 127 Elks Place,
or fax it to 584-2854 when tagged equipment is moved, discarded, stolen, or no longer needed.
Please call 584-2742 with any questions.

Asset Tag# _____

Description:

Present:

Department: _____

Building: _____

Room: _____

New:

Department: _____

Building: _____

Room: _____

For Disposals & Surplus:

Explanation:

Department Head signature (Required for Disposals)