

Tulane

Uptown Asset Form

Date: _____

Prepared By: _____

Department: _____

Return this form to the Property Management Office, 8333 Maple Street, or Fax it to 862-8261 when tagged equipment is moved, discarded, stolen, or no longer needed. Please call 865-5219 with any questions.

Asset Tag# _____

Description:

Present:

Department: _____

Building: _____

Room: _____

New:

Department: _____

Building: _____

Room: _____

For Disposals & Surplus:

Explanation:

Department Head signature (Required for Disposals)