

Tulane

Asset Inventory

Change of Status Form

Date: _____

Prepared By: _____

Department: _____

Return form to Uptown Property Management office when tagged equipment is moved, discarded, or no longer needed.

Asset / Tag Number: _____

Description:

Present: Department: _____

Building: _____

Room: _____

New: Department: _____

Building: _____

Room: _____

For disposals and surplus equipment:

Explanation:

Department Head signature
(required for disposals)