



Property Management Office

Asset Justification Form

Dear _____,

Thank you for speaking with me regarding SUID _____.

Manufacturer:

Model Number:

Model Name:

Asset Description:

Serial Number:

During our conversation you mentioned that the asset (mentioned above) was inadvertently excessed or is no longer on campus. In order to help resolve this asset for Inventory purposes, I'll need some additional information.

Please review and complete the questions below. Return the completed form to me so I may submit to PMO for review and/or approval. Should they require any additional information, I will reach out to you.

Name of faculty/staff member completing form:

When was the asset removed from campus (approximate range of dates)?

Why was it removed?

Where was it taken?

Who removed it?

How was it removed?

What is being done to preclude from happening again?

Completed by:

Printed Name

Title