Email Address for All Submissions

- Email address: inventory-recon@lists.stanford.edu

Email Format For Photo Recon Submissions

Tagged Asset

- **Subject line to include:** B21-Stanford University Barcode Tag Number
  - *Example:* B21- 7654321
- **Email body should contain:**
  - Location: Quad- Building-Floor-Room
    - *Example:* 06-040-01-122
  - Asset photo can be an attachment or pasted into the email body

Untagged Asset

- **Subject line to include:** B21-Stanford University Barcode Tag Number-Untagged Asset
  - *Example:* B21- 7654321-Untagged Asset
- **Email body should consist of two parts:**
  - Location ➔ using Quad-Building-Floor-Room format
  - A brief description of the untagged asset photo
    - *Example:* 06-040-01-122, Asset is a lens located inside of microscope.
    
    *(The photo can be an attachment or pasted into the email body)*

Note:

**All photos must show the asset with a SU Recon 21 sticker attached**

If you have multiple assets in the same room; they can all be submitted in one email.

Other reconciliation requests such as those requiring justification and additional review need be sent to your PPM for review and approval.