



## Property Management Office B21 Inventory Photo Recon Procedure Tagged and Untagged Assets

### Email Address for All Submissions

- Email address: [inventory-recon@lists.stanford.edu](mailto: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.