



## UNLISTED PROPERTY FORM

The following is a list of property assigned to this organization but is missing a permanent tag number or is not listed on my inventory report.

Permanent Tag # (If Applicable)	Asset Description w/Serial Number	Custodian	Location Code	Comments

Organization \_\_\_\_\_

ORG Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Organization Head Signature \_\_\_\_\_

Date \_\_\_\_\_

Please forward original to Property Accounting and retain a copy for your records.

*For Financial Services Use Only:*

Location Code Updated In System

\_\_\_\_\_  
Property Accountant Signature

\_\_\_\_\_  
Date