



UNLISTED PROPERTY FORM

The following is a list of property assigned to this department 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 Name	Comments

Department _____

Cost Center _____

Phone Number _____

Department Head Signature _____

Date _____

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

For Financial Services Use Only:

Location Updated In System

Property Accountant Signature

Date