

Physical Inventory
Missing Asset Explanation Form

Asset Details

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|-------------------------------------|
| PROPERTY TAG #: |
| SERIAL #: |
| CURRENT CUSTODIAL PTAG BUDGET CODE: |
| ACQUISITION DATE: |
| ITEM DESCRIPTION: |

EXPLANATION

| |
|---------------------------------------|
| Last known location and date- |
| Last person in possession of asset- |
| Efforts taken to locate asset- |
| Reason as to why asset was not found- |

Each field must be completed before submission to General Accounting. Incomplete forms will be returned.

BUD Sign: _____
Print Name: _____
Date: _____