

Physical Inventory  
Missing Asset Explanation Form

Asset Details

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: \_\_\_\_\_