

Tulane

Asset Change Form

Date: _____

Prepared By: _____

Department: _____

Return this form to *Property Management/8333 Maple Street* or e-mail to scordes@tulane.edu when tagged equipment is moved, discarded, or no longer needed.

Asset Tag# _____

Description:

Current Location:

Department: _____

Building: _____

Room: _____

New Location:

Department: _____

Building: _____

Room: _____