UNIVERSITY OF TEXAS ARLINGTON

Inventory Services

Found Asset Form

Form BF-INV-F2
3/12/21

INSTRUCTIONS: (This form must be TYPED)

1. Complete and e-mail to inventory@uta.edu with a subject line of: Found Asset Form.
2. Retain a copy for your records.

CUSTODIAN DEPARTMENT INFORMATION		
Department Name: _____		Department ID: _____
Inventory Contact (ICP): _____	Phone Number: _____	E-mail: _____

VERIFICATION STATEMENT

These assets have been verified and are currently in possession of the department. I have confirmed that the information below is accurate.

REINSTATEMENT OF ASSET INFORMATION

Asset Tag	Description	Serial ID	Custodian Name	Custodian ID	Location (XXX-XXX)	Date Found	Shared Asset? Y/N	Asset Tag visible on asset? Y/N