Eastern Washington University
Inventory Control
Unlocated Equipment Form

Use this form to report unlocated equipment identified during the inventory process. Provide a detailed explanation of all steps taken to locate the equipment and/or what you believe happened to the equipment. Upon completion of the form, return it to SHW 319 so that your inventory records can be updated.

Tag Number	Description of Item	Asset Custodian

Name(print)_____Phone_____

Signature_____Date_____