

**Tulane**  
Asset Inventory  
Change of Status Form

Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Department: \_\_\_\_\_

Please return form to Property Management Office, 8333 Maple Street/Scott Cordes or e-mail to [scordes@tulane.edu](mailto:scordes@tulane.edu) when tagged equipment is moved, discarded or no longer needed.

Asset / Tag Number: \_\_\_\_\_

Description:

**Present:** Department: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

**New:** Department: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

For disposals and surplus equipment:

Explanation:

\_\_\_\_\_

Department Head signature  
(required for disposals)