PROPERTY

Found Asset Report

Sam Houston State University
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Use this form to report previously missing controlled and capital orange tagged assets found upon discovery.

REPORT DETAILS

REPORTED BY

REPORTED DATE

DEPARTMENT ORG #

DEPARTMENT NAME

DISCOVERY DATE

ASSETS

	ASSET #	ASSET DESCRIPTION	LAST KNOWN LOCATION
1			
2			
3			
4			
5			

ACKNOWLEDGMENT

Please sign here to acknowledge the following assets above were found:

SIGNATURE

COMPLETION

COMPLETION DATE

COMPLETED BY

COMMENTS