

LOANED ASSET DETAILS (NOT PART OF PHYSICAL INVENTORY)

OFF-SITE, NO UW EMPLOYEE ON SITE

[LINK TO ASSET LOAN AGREEMENT PROCEDURE](#)

ASSET TAG #	UW MADISON LOAN #	DEPT HAS COPY OF LOAN AGREEMENT ON FILE (YES OR NO)	VERIFY INFORMATION IN LOAN CONTRACT IS STILL ACCURATE (LOCATION, RESPONSIBLE PERSON, BORROWER, ADDRESS) ALL CHANGES TO PROPERTY CONTROL	REPORT	STILL ON LOAN?
U000002	UW 01-001				

ADDITIONAL INFORMATION NEEDED

SEE YELLOW HIGHLIGHTED CELLS IN PHASE 1 EXCEL ASSET REPORT

****PER UNIFORM GUIDANCE SYSTEM REQUIREMENTS, MISSING INFORMATION MUST BE UPDATED BY END OF PHYSICAL INVENTORY**

# ASSETS MISSING ROOM NUMBERS	# ASSETS MISSING MANUFACTURER NAME	# ASSETS MISSING MODEL NUMBERS	# ASSETS MISSING SERIAL NUMBERS	# ASSETS MISSING RESPONSIBLE EMPLOYEE NAMES			
6	10	8	12	3			

****IF A TRANSFER OF CUSTODY TO A NEW DEPARTMENT NEEDS TO BE COMPLETED:**

[SUBMIT A PROPERTY TRANSACTION FORM](#)

****IF AN ASSET LISTED ON YOUR PHASE 1 REPORT HAS BEEN PREVIOUSLY DISPOSED OR CANNOT BE FOUND:**

[SUBMIT A DISPOSITION REQUEST FORM](#)

****IF AN ASSET WAS PREVIOUSLY SENT TO SWAP-SUBMIT A DISPOSITION REQUEST FORM ALONG WITH DOCUMENTATION BETWEEN YOUR DEPARTMENT AND SWAP.**

****IF AN ASSET CANNOT BE FOUND AND DPA CANNOT DETERMINE WHAT HAPPENED TO THE ASSET OR NO SUPPORTING DOCUMENTATION-ITEM IS CONSIDERED LOST.**

***DISPOSITION REQUEST FORM MUST BE SUBMITTED AND THE ATTESTATION BOXES MUST BE CHECKED, EACH ITEM MUST BE COMPLETED BY THE DEPARTMENT.**

***IF THE ASSET WAS PURCHASED IN THE LAST 3 YEARS BASED ON ACQUISITION DATE OR IS FEDERALLY TITLED, DPA NEEDS TO SUBMIT A COMPLETED POLICE REPORT FOR THE LOST ASSET.**