UNIVERSITY OF WYOMING

INVENTORY ACTION PLAN
DIVISON OF BUDGET & FINANCE
ASSET MANAGEMENT

Org Name & Code		Date	
Dean/Director		Assigned Contact	
Value of Unlocated Assets		Budget or Grant Used	
Inventory Start Date		Completion Date	
% Inventory Complete		Assets Total Qty/Value	

Detail the steps taken to locate/reconcile Unlocated Capital Assets.

List Principal Contact for missing Capital Assets and, if applicable, individuals involved with the inventory completion.

Include a full explanation of how this loss occurred.

What process has been implemented to prevent future loss? What assistance do you require?

Signature of Dean/Director

Signature of Assigned Contact Person

Signature of Asset Management

Signature of OSP for Grants

Signature of VP Finance

Signature of Provost