

*Indiana University
Capital Asset Management
Exception to Standard*

Exception to Standard Information

Organization Name: _____ Date: _____

Requester's Name (printed): _____

Requester Signature: _____

Standard Operating Procedure Exception Requested

Exception for an asset not scanned during inventory other than "N" tag assets or assets off site.

Asset Number or Numbers: _____

IU Tag Number or Numbers: _____

Justification

Required Signature

Fiscal Officer (printed): _____

Fiscal Officer Signature: _____

Return to:

Jason Lett, Capital Asset Management, Poplars 437, Bloomington

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The section below will be completed by the University Capital Asset Office.

Approval Date: _____ Notes: _____
