



EXPLANATORY MEMO

Date:

From: Department, Org code xxxA

To: Inventory Control

Assets N000xxxxx, N000xxxxx, N000xxxxx, N000xxxxx, and N000xxxxx were purchased by _____ with public service funds out of the _____ index, which no longer exists. He retired several years ago, and over the years, we have attempted to get him to return at least the assets that were no longer functional (of which he told us there were a couple), but we were unsuccessful.

Asset # N000xxxxx, a 21-inch iMac, was stolen in an office break-in on the 2nd floor of the _____ Building, during the 2015-2016 winter break. UNM police was called and a report was filed, but we did not receive a police report number.

Asset # N000xxxxx, a DELL Optiplex 9020, was stolen 1st week of January 2016. UNM police did not provide a report number at the time.

Asset # N000xxxxx, a Dell Vostro 400, is believed to have been surplussed, but we can find no paperwork.

Asset # N000xxxxx, a Sony PlayStation was stolen from _____ 's office in the first week of January 2019. We have been waiting for a police report, which _____ says he put in the department mailbox, but which _____ never received. He is trying to locate a copy.

Asset # N000xxxxx, a Dell Latitude laptop that was no longer working. _____ is sure she returned it, but we can't find it.

If you have any questions please contact _____ at 277- _____.

Authorized Department Signature: _____
Department Chair