





Enter location and contact information

Enter the address or site description where the asset will be kept

123 Main St. ABQ 87108

Provide the best phone number to use to contact the person responsible for this asset

5055555555

Provide the best email address to use to contact the person responsible for this asset

me@gmail.com

- Now you have the following options. If everything looks good, submit the request. It will be routed to the Inventory Contact of your department for approval.

What would you like to do next with your request?

Add another asset

If you are submitting this for someone else, enter the person's Name or Banner ID

Modify Request

View & edit attachments

Submit this check out request