

## *Office of Accounting Services*

## *Fixed Assets Section*

# MEMORANDUM

From: Dr. Joe Brown, Department Head

Any Department

Date: October 31, 2012

Re: Asset Lost

The asset listed on the eDisposal form, 0799990000 Server, serial number WWK12563, was lost in a move from one building to another. We had packed it into a box that we carried over in a car but the box disappeared from the hallway. It may have been perceived as trash to be disposed, since the box was open.