



**AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER
SUPPLY CHAIN OFFICE
Remove of Missing Asset REQUEST**

Requestor: _____ Ext: _____

Please remove the below mentioned missing assets from the AUB/AUBMC asset registry.

Description	Serial #	Barcode #
Justification		

Remove Missing	Organization	Building	Floor	Room	Comments
Requestor Name	Requestor Signature				Date
HOD Name	Comments			Signature	Date
Service Department	Comment			Signature	Date
Assessed by	Comments			Signature	Date
Supply Chain Office					
Decision	Comments			Signature	Date
Hospital Administration					

POLICY: Remove of Missing assets are handled by Supply Chain Office. No other persons are authorized to Remove university fixed assets.

PROCEDURE: Complete the above form and send it to the SCO – BLDG. 56- Ground Floor. Retain a copy for your own departmental records. All fields of this form related to requestor should be field. Incomplete forms may not be executed.