



EXPLANATORY MEMO

Date:

From: Department, Org code xxxA

To: Property Accounting

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 contace Property Accounting at UNMinventory@unm.edu
