

# Indiana University Capital Asset Management Exception to Standard

Department \_\_\_\_\_ Date \_\_\_\_\_

Requester's Name \_\_\_\_\_

Asset Number \_\_\_\_\_ Asset to be merged \_\_\_\_\_

STANDARD OPERATING PROCEDURE EXCEPTION REQUESTED:

---

---

---

JUSTIFICATION:

---

---

---

REQUIRED SIGNATURE:

Requester \_\_\_\_\_

*The section below will be completed by the University Capital Asset Office.*

=====

RESOLUTION: \_\_\_\_\_ Date \_\_\_\_\_

---

---

---

Return to: Capital Asset Management, Poplars 531, Bloomington