

Texas A&M AgriLife
 Administrative Services – Property

PROPERTY TRANSFERS

Releasing Agency Reference Number _____

Receiving Agency Reference Number _____

Check One: Transfer into (attach related correspondence)
 Transfer within (move between two property department accounts)
 Transfer out of (attach related correspondence)

_____ Date Prepared

_____ Prepared By

Reason/Comments: _____

Asset Number	Description	Serial Number	Computer Name	Computer Hard Drive Status	Class Code	Acquisition Date	Asset Value
				Removed N/A (not a computer)			
				Removed N/A (not a computer)			
				Removed N/A (not a computer)			
				Removed N/A (not a computer)			
				Removed N/A (not a computer)			
				Removed N/A (not a computer)			
				Removed N/A (not a computer)			
				Removed N/A (not a computer)			
Total:							

RELEASING DEPARTMENT/AGENCY:

Prop. Dept./Unit Property Department Name

Signature of APO or Alternate APO Date

Signature of Agency Property Manager Date
 (this is not to be signed at unit level)

Member # Agency #

RECEIVING DEPARTMENT/AGENCY:

Prop. Dept./Unit Property Department Name

Signature of APO or Alternate APO Date

Signature of Agency Property Manager Date
 (this is not to be signed at unit level)

Member # Agency #