

Releasing Agency Reference No.

FDP-411A Property Transfers Texas A&M University Property Management

Receiving Agency Reference No.

ransfer Type: Transfer Between Texas A&M University Departments (Ex. From Chemistry to Physics; From Architecture to Surplus) (Check One) Transfer Out of Texas A&M University (Ex. From Texas A&M University to TAES) Transfer Into Texas A&M University (Ex. From TEES to Texas A&M University; from MHMR to Texas A&M University Name of person preparing form: Name, Phone Number, Email	ity)					
Name, Phone Number, Email For Surplus Pick up:						
Contact Name, Phone Number, Email and Location						
Reason/Comments: Asset Number Description Class Code Acq. Date Rec. Agency Asset # New Location	Asset Value					
Bldg # Room # Group Cd.						
If additional lines are needed go to page 2. Sub Total Grand Total						
RELEASING DEPARTMENT/AGENCY: Campus Code RECEIVING DEPARTMENT/AGENCY: Campus Code Campus Code						
Dept/Unit Department Name Dept/Unit Department Name						
Signature of Department Head/Director/ Date Departmental Property Contact Signature of Department Head/Director/ Departmental Property Contact Departmental Property Contact						
Signature of Property Manager Member & Agency Number Date Signature of Property Manager Member & Agency Number	;					

FDP-411A Property Transfers
Texas A&M University Property Management
Mail Stop 6000 - Property@tamu.edu
(Revised 9/01)

Asset Number	Description	Class Code	Acq. Date	Rec. Agency Asset #	New Location			Asset Value
					Bldg#	Room #	Group Cd.	
							Sub Total	