

**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

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\_\_\_\_\_

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

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\_\_\_\_\_

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

\_\_\_\_\_

Member #                      Agency #