

FDP-431 Transfer of Responsibility for Property

Texas A&M University Property Management
 Mail Stop 6000 - Property @tamu.edu
 (Revised 12/09)



___TAMU ___TAMUG

Department Name	Department Code
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OUTGOING:
 I hereby certify that to the best of my knowledge and belief all personal property belonging to or under the responsibility of this department/unit has been properly accounted for as of this date.

	Title:

Date _____	X _____ Signature

_____	X _____ Witness Signature
Witness Printed Name	_____

INCOMING:
 I hereby accept responsibility for all personal property belonging to or under the responsibility of this department/unit.

	Title:

Date _____	X _____ Signature

_____	X _____ Witness Signature
Witness Printed Name	_____

- This suggested form is to be executed when there is a change in a Department Head. *Reminder: Submit the FD-860 to Financial Management Operations to document Department Head/Director changes in the department.*
- A copy of the latest certification of physical inventory should be attached to this document.
- Retain the signed form on file in the department.
- Send a copy of this form to the outgoing Department Head and incoming Department Head.

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.