

**FDP-404 Request for Extension of Time
for Annual Inventory Certification**
Texas A&M University Property Management
Mail Stop 6000 - Property@tamu.edu
(Revised 12/09)



___ TAMU ___ TAMUG

Note: You may also request an extension by emailing the information contained in this form to the TAMU Property Manager at property@tamu.edu.

Department Name:	Department/Sub Department Code:
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We request an extension of time until _____ to complete and submit our Annual Certification of Physical Inventory (Form FDP-402) for the fiscal year ending August 31, _____.

NOTE: No extensions can be granted after August 31st since TAMU must submit the entire university's inventory report to the comptroller no later than 20 days after the last day of the fiscal year.

Please explain why you need an extension below.

_____	X	_____
Printed Name of Department Head/ Director/Departmental Property Contact	Signature of Department Head/ Director/Departmental Property Contact	Date

To be completed by the TAMU Property Manager:

We have approved your request.

We cannot approve your extension for the date requested, but we will allow an extension until _____.

We cannot grant your extension request for the reason(s) stated below:
Comments: _____

Signature of TAMU Property Manager _____
Date