



FDP-411A Property Transfers
Texas A&M University Property Management
 Mail Stop 6000 - Property@tamu.edu
 (Revised 2/23)

Releasing Agency Reference No. _____

Receiving Agency Reference No. _____

- Transfer 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

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

Dept/Unit _____ Department Name _____

Signature of Department Head/Director/ Departmental Property Contact _____ Date _____

Signature of Property Manager _____ Date _____

Member & Agency Number _____

RECEIVING DEPARTMENT/AGENCY: _____
 Campus Code

Dept/Unit _____ Department Name _____

Signature of Department Head/Director/ Departmental Property Contact _____ Date _____

Signature of Property Manager _____ Date _____

Member & Agency Number _____

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 (Revised 9/01)

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