

**TEXAS A&M ENGINEERING EXPERIMENT STATION
FISCAL OFFICE**

Agency Reference Number _____

PROPERTY FORM
ADDITIONS - DELETIONS - ADJUSTMENTS

Gifts/Other Additions _____

Drop _____

Equipment Owned by Others: _____

Federal _____

Trade-in: _____

PO Number _____

Adjustment Value/Other _____

Private & Other _____

Sales: _____

Deposit Bill No. _____

| Asset Tag Number | Description | Acquired Date | Inventory Value | Sales Price | Trade-In Allowance | Gain or Loss |
|------------------|-------------|---------------|-----------------|-------------|--------------------|--------------|
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| Total | | | | | | |

TO BE COMPLETED BY REQUESTING DEPARTMENT:

Division/Dept Code: _____

APO or AAPO Printed Name: _____

APO or AAPO Signature: _____

Date: _____

TO BE COMPLETED BY PROPERTY OFFICE:

Type: _____ Value: _____

Disposal/Acquisition Method: _____

Property Manager: _____

Date: _____