TEXAS A&M ENGINEERING EXPERIMENT STATION

FISCAL OFFICE

THE TEXAS A&M UNIVERSITY SYSTEM

Agency Reference Number

Agency Reference Number

PROPERTY TRANSFERS

Check One:

- ○ Transfer Into TEES
- ○ Transfer Within TEES (Between Depts./Surplus)
- ○ Transfer Out of TEES
- ○ Non-Inventory

☐ Request Surplus Pickup

Contact Name: _____

Phone Number: _____

Location: _____

Asset #	Description	Class Code	Project #	Acquired Date	Receiving Agency Asset #	Bldg #	Room #	Person Responsible	Asset Value
								Total - Page 1	$0.00
								Total - Page 2	$0.00
								Final Total	$0.00

☐ Check here if continuing on Page 2

RELEASING DEPARTMENT/AGENCY:

Div Code _____ Division Name _____

Signature of APO/AAPO _____ Date _____

Signature of Property Manager _____ Date _____

Type: _____ Disp. Method: _____ Member # _____ Agency # _____

RECEIVING DEPARTMENT/AGENCY:

Div Code _____ Division Name _____

Signature of APO/AAPO _____ Date _____

Signature of Property Manager _____ Date _____

Type: _____ Member # _____ Agency # _____

TFO 7811
Revised 03/14

TEXAS A&M ENGINEERING EXPERIMENT STATION

FISCAL OFFICE

THE TEXAS A&M UNIVERSITY SYSTEM

Agency Reference Number

Agency Reference Number

PROPERTY TRANSFERS

Asset Tag Number	Description	Class Code	TEES Project	Acquired Date	Rec. Agency Asset Number	Bldg	Room	Person Responsible	Asset Value
								Total - Page 1	$0.00
								Total - Page 2	$0.00
								Final Total	$0.00