

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 Request Surplus Pickup
Transfer Within TEES (Between Depts./Surplus) Contact Name:
Transfer Out of TEES Phone Number:
Non-Inventory Location:

Table with columns: Asset #, Description, Class Code, Project #, Acquired Date, Receiving Agency Asset #, Bldg #, Room #, Person Responsible, Asset Value. Includes summary rows for Total - Page 1, Total - Page 2, and Final Total.

Check here if continuing on Page 2

RELEASING DEPARTMENT/AGENCY:

RECEIVING DEPARTMENT/AGENCY:

Div Code Division Name

Div Code Division Name

Signature of APO/AAPO Date

Signature of APO/AAPO Date

Signature of Property Manager Date

Signature of Property Manager Date

Type: Member # Agency #
Disp. Method:

Type: Member # Agency #

