

Property Additions & Deletions
Texas A&M Health Science Center Property Management

Reference #: _____
(To be completed by the HSC Property Manager)

Additions			Deletions		
<p>Gifts & Other Additions <input type="checkbox"/> Gift <input type="checkbox"/> Other</p> <p>If Gift: <input type="checkbox"/> HSC Foundation <input type="checkbox"/> Research Foundation</p> <p>If Other: Name & Address of Donor:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Explanation:</p> <p>_____</p> <p>_____</p> <p>_____</p>			<p><input type="checkbox"/> Sale: Date of Approval Letter _____</p> <p><input type="checkbox"/> Trade-In: FAMIS Document # _____</p> <p style="padding-left: 40px;">New Inventory # _____</p> <p><input type="checkbox"/> Drop Request: <input type="checkbox"/> Dismantled for parts*</p> <p style="padding-left: 100px;"><input type="checkbox"/> Other: Explain: _____</p> <p style="padding-left: 100px;">_____</p> <p style="padding-left: 100px;">_____</p> <p>* Reminder: Follow Surplus procedures for any unused parts not kept in the department.</p>		
Asset Number	Description	Acquisition Date	If Trade-In or Sale: Trade-In Allow/Sale Amount	Asset Value	If Trade-In or Sale: Loss or Gain
Department Name:			Dept/Subdept Code:		

APO or Alt APO - Signature

HSC Property Manager - Signature

Date

Date