

**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
<b>Total</b>						

**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: \_\_\_\_\_