FDP-414 Property Additions & Deletion

Texas A&M University Property Management

Mail Stop 6000 – Property@tamu.edu

(Revised 11/09)

***Reference #: _____**

(*To be completed by the Division of Finance)

☐ **TAMU** ☐ **TAMUG**

Please Check Only One Box

Additions (Form FDP- 4 must be attached)	**Deletions**
☐ **Gifts & Other Additions:** ☐ Gift ☐ Other	☐ **Sale:** Date of Approval Ltr. _____
If Gift: ☐ A&M Foundation ☐ Research Foundation	Cash Deposit Slip # _____
Name & Address of Donor: _____	☐ **Trade-In:** FAMIS Document # _____
	New Inventory No. _____
If Other:	☐ **Drop Request:** ☐ Cannibalized for parts *
Explanation: _____	☐ Other
	If Other:
	Explanation: _____
	*Reminder: Follow Surplus procedures for any unused parts not kept in the department.

ASSET NO.	DESCRIPTION	Acquisition Date	Asset Value

Dept. Name

Dept/Subdept Code /

X _____ **date** _____

Department Head/Director/Departmental Property Contact Printed Name

X _____ **date** _____

Property Manager Signature– Division of Finance

X _____ **date** _____

Department Head/Director/Departmental Property Contact Signature

X _____ **date** _____

Surplus Manager Signature– Division of Finance