



Request for Department TDP access ___ TAMU ___ TAMUG

I request and approve Transfer Departmental Property to be enabled for the following Department/Sub-department: Shaded areas are for Property Management use.

Dept/Sub _____ / _____ One Dept/Sub per form. FFX Flag ___ TDP Flag ___
Sent to FMS-FAMIS Aid for e-office set up _____

**This form supersedes all previous requests. List ALL Creators and/or Signers
 Anyone previously authorized and not listed below, will be deleted from TDP routing.**

I request and approve that the following people have TDP access as described. I understand that the “Source SIGNERS” and the “Destination RECEIVERS” should be set up on form FD-860 (FAMIS Screen 860). If not please complete the form at this link: <http://finance.tamu.edu/fmo/fr/forms/fd860.pdf>. The signature below also authorizes the addition of FAMIS/FFX access to current FAMIS access. Individuals without FAMIS access will need to complete the FD-805. <http://finance.tamu.edu/fmo/ts/forms/fd-805.pdf>. Please then send signed original to MS 6000.

Name	UIN	Check Choice(s)	<u>scrn 860</u>	<u>FFX</u>	<u>InBox</u>
_____	_____	Creator / Signer	_____	_____	_____
_____	_____	Creator / Signer	_____	_____	_____
_____	_____	Creator / Signer	_____	_____	_____
_____	_____	Creator / Signer	_____	_____	_____
_____	_____	Creator / Signer	_____	_____	_____

**This form supersedes all previous requests. List ALL Creators and/or Signers
 Anyone previously authorized and not listed below, will be deleted from TDP routing.**

Department Head cannot authorize self as a TDP Creator or Signer. Second Authorized signer is required.

Department Head _____
please print name

Signature _____ Date _____

Additional Approval _____ Date _____
 (if necessary)

Send TAMU TDP Access Request to Property Management at mail stop 6000.

Send TAMUG TDP Access Request to Fiscal Department at mail stop GFISC.



Creators and Signers for Transfer Departmental Property

Requirements

- There must be a minimum of a signer **and** a creator authorized (2 people)
- Individual may be a creator and/or signer (can perform one function per document)
- Creator must have update access in FAMIS-FFX
- Signer must have, at minimum, inquiry access in FAMIS-FFX and be authorized on the 860 form

What they do

Source Department

- Creator initiates TDP & routes to Source Dept signer
- Signer can delete an asset from the document before approving **or** reject entire document
- Signer approves TDP & routes to Destination Dept for approval
NOTE: Review final document for deleted assets

Destination Department

- Only Signer can accept TDP
- Signer can delete an asset from the document before approving **or** reject entire document-include FYI to Source Dept