TEXAS A & M UNIVERSITY-SAN ANTONIO
ACCOUNTABLE PROPERTY TRANSFER OR CHANGE OF LOCATION FORM

THIS FORM CAN ONLY BE COMPLETED BY THE UNIVERSITY’S MAIL & RECEIVING OFFICER,
DIVISION HEAD, OR A DEPARTMENT ACCOUNTABLE PROPERTY OFFICER:

Date: ____________ WorkOrder No. ____________ PO Number: ____________

Reason for Transfer (please select):
( ) Initial Transfer from Mail & Receiving Department
( ) Transfer of Asset location (building, room #, or personnel) within the same Division/Department
( ) Transfer of Asset location (building, room # or personnel) outside your Division/Department
( ) Transfer of Asset to/from ITS Department. Please circle one (repair-temporary, permanent transfer, or new hire)

Details of University Accountable Property being transferred:
Technician working with this WO (Name):_______________________ Sign/Date: ____________________

Description of property: ________________________________________________________________

Inventory tag number: __________________________________________________________________

Serial/Model Number: ______________________ Computer Name: ________________________________

Previous person, building and room # using property: __________________________________________________________________

Previous Division/Department name and number: __________________________________________________________________

New building, room # personnel using property: __________________________________________________________________

New person assigned to asset (print/signature): __________________________________ Date: ______

New Division/Department name and number: __________________________________________________________________

New Accountable Property Officer (if transferring to another division/dept.): __________________________

______________________________________________________________ Signature/Date
Mail & Receiving Personnel, Division Head, or APO
Issuing/Transferring Property

______________________________________________________________ Signature/Date
Division Head, or APO
Receiving Property

IT IS THE RESPONSIBILITY OF THE INDIVIDUAL ISSUING/TRANSFERRING THE PROPERTY TO
PROVIDE A COPY OF THIS DOCUMENT TO THE UNIVERSITY’S PROPERTY MANAGER

______________________________________________________________ Signature/Date
Property Manager

TAMU-SA Accounting Department Form, Revised March 2013