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.): _________________

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

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

Property Manager  Signature/Date

TAMU-SA Accounting Department Form, Revised March 2013