**Texas A&M University-San Antonio**  
**Accounting Department**  
**Property Additions and Deletions Form**

Date Submitted:  
Department Name:  
Department Code:  

- Sale  
- Auction  
- Missing (attach FDP-9 Report)  
- Trade-In  
- Cannibalized (for parts)  
- Stolen (attach FDP-9 Report)  
- Surplus  
- Salvage  
- Other  
- Gifts/ Donation (attach Letter of Acceptance from Institutional Advancement)

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<tr>
<th>ASSET TAG #</th>
<th>SERIAL #</th>
<th>DESCRIPTION</th>
<th>ACQUISITION or DISPOSAL DATE</th>
<th>ASSET VALUE/TRADE IN ALLOWANCE/ SALE AMOUNT</th>
<th>PRESENT BOOK VALUE</th>
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Additional Notes:

__________________________________________________________________________
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__________________________________________________________________________

Print Department Head/ APO  
Signature/ Date  

Print Property Manager  
Signature/ Date  

Print Comptroller/ Asst. Vice President of Financial Services  
Signature/ Date  

For Office Use Only

Date of Deletion/ Addition  
Entered by:  

Updated by Accounting Department (6/17/2015)