AG-301
revised 8/5/08

TEXAS A&M AGRILIFE
PROPERTY TRANSFERS

Agency Reference No.

Agency Reference No.

Check one:
- ☐ Transfer Into (Attach Related Correspondence)
- ☐ Transfer Within (Move Between Two Property Department Accounts)
- ☐ Transfer Out of (Attach Related Correspondence)

08/05/08
Date Prepared

For Surplus Pick up:

Contact Name, Phone Number and Location

Name of person preparing form

Reason/Comments:

Asset Number	Description	Class Code	Acq. Date	Rec. Agency Asset #	New Location			Asset Value
					Bldg#	Room#	Group Cd.	

If additional lines are needed go to page 2.

SUB TOTAL	**0.00**
GRAND TOTAL	**0.00**

RELEASING DEPARTMENT/AGENCY:

Prop. Dept./Unit

Property Department Name

Signature of APO or Alternate APO

Date

Signature of Property Manager

Date

/

Member and Agency No.

RECEIVING DEPARTMENT/AGENCY:

Prop. Dept./Unit

Property Department Name

Signature of APO or Alternate APO

Date

Signature of Property Manager

Date

/

Member and Agency No.