

Texas A&M University - Commerce

Date Submitted: **Property Transfer Notice**Property Management Services
Financial Services

906A Attached

☐
☐YES
NO

TRANSACTION TYPE

NOTE:

All transactions must be approved by
the Property Manager☐

Transfer Between Departments

☐

Agency Transfer

☐

Transfer to A&M-Commerce Surplus

DEPARTMENT INFORMATION

FROM: Department Name _____ Phone Extension: _____

FAMIS Dept Code _____

Signature _____

Accountable Property Officer

TO: Department Name _____ Phone Extension: _____

FAMIS Dept Code _____

Signature _____

Accountable Property Officer

COMPUTER EQUIPMENT TRANSFER MUST HAVE INV906a ATTACHED**Items To Be Transferred**

0000XXXXXX Asset Number	Asset Description	Serial Number	Acquisition Date	Acquisition Cost	Old Location		New Location	
					Building Number	Room Number	Building Number	Room Number

Special Instructions/Condition of Property

☐

Already Moved

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Needs Moved

Physical Plant Use Only:

Transfer Completed by: _____

Date: _____

Financial Services Use Only:

Property Manager Signature: _____

Date: _____