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Form INV905

Texas A&M University-Commerce
Property Addition and Deletion Form
Property Management Services
Financial Services

Additions	Deletions
(Form INV907 must be attached)	☐ Sale: Date Of Approved Ltr. _____
If Gift:	Deposit Bill No. _____
☐ Development Foundation	☐ Trade-In: Purchase Order No. _____
☐ Research Foundation, OR	New Asset No. _____
Donor Name _____	☐ Drop Request: ____ Cannibalized for Parts ____ Other
Address: _____	If Other: Explanation: _____
If Other: ☐ Explanation: _____	Department Name:
	Department Code:
	Signature: Original Signature Required
	Accountable Property Officer

Asset Number	Asset Description	Date Acquired	**If Trade-In or Sale** Trade-In Allowance/ Sale Amount	Asset Value	**If Trade-In or Sale** Loss or Gain
			Total:	**0**	

Original is to be sent to the Property Management Services, ATTN: Property Manager. A copy should also be kept on file for the department's records.

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Fiscal Office Use Only:

Property Manager Signature: _____ Date: _____