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)

ASSET TAG #	SERIAL #	DESCRIPTION	ACQUISITION or DISPOSAL DATE	ASSET VALUE/ TRADE IN ALLOWANCE/ SALE AMOUNT	PRESENT BOOK VALUE

Additional Notes:

_____

_____

_____

_____

☐ See FDP-9

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)