TEXAS A&M INTERNATIONAL UNIVERSITY

PROPERTY DELETIONS

Date Submitted: _____

Department Name: _____

Department Code: _____

Signature: _____

APO (Department Head)

Drop Request

☐ Sale: Date of approved letter _____
Deposit bill number_____

☐ Trade-in: Purchase order number: _____
New inventory number _____

☐ Cannibalized for parts

☐ Auction

☐ Texas Department of Criminal Justice

Other: _____

Asset No.	Description		Acquisition Date	Asset Value	Present Book Value
Total					

_____

Property Manager Date

_____

Comptroller Date

Revised 08-21-09