



Texas A&M International University  
**PHYSICAL INVENTORY OF PROPERTY**  
Department Head/Alternate Designation

The following individuals are names as the “ Department Head” and “Alternate Department Head” for the following Department for the **Fiscal Year**.

Department: \_\_\_\_\_

Dept. Code: \_\_\_\_\_

\_\_\_\_\_  
**Department Head** (Printed Name)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Location

\_\_\_\_\_  
**Alt. Department Head** (Printed Name)

\_\_\_\_\_  
**Signature of Alt. Department Head**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Location

\_\_\_\_\_  
Signature  
Property Manager

\_\_\_\_\_  
Date