



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
REQUEST TO ADD PROPERTY TO DEPARTMENTAL INVENTORY THAT HAS BEEN
DISCOVERED OR TRANSFERRED FROM OFF CAMPUS OR DONATED

Date _____

I request that the following items be added to the _____ inventory.
(Department Name)

<u>ITEM DESCRIPTION</u>	<u>ESTIMATED VALUE</u>	<u>SOURCE</u>	<u>NEW LOCATION</u>	
			ROOM	BUILDING

Property Custodian Signature

Property Management Signature

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FORM INSTRUCTIONS

**REQUEST TO ADD PROPERTY TO DEPARTMENTAL INVENTORY THAT HAS BEEN
DISCOVERED OR TRANSFERRED FROM OFF CAMPUS OR DONATED FORM**

1. **DATE** - Enter the current date.
2. **DEPARTMENT NAME** - Enter the name of your department.
3. **DESCRIPTION** - Enter a brief, but accurate description of the property, including the model number, serial number, color or any other information which is unique to the property and would help in the identification.
4. **ESTIMATED VALUE** - Enter an amount which estimates the fair market value of the property. If the acquisition cost of the property is available, please provide that information.
5. **SOURCE** - If the property was purchased, provide the purchase order number and payment voucher number. If the property was constructed by the department, please indicate. If the property was donated, enter the name of the donor.
6. **LOCATION** - Provide the room and building number where the property will be located.
7. **PROPERTY CUSTODIAN** - This is usually the head of the department unless the responsibility has been officially

MAIL TO: Property Manager, STOP 6209
8. **PROPERTY MANAGEMENT** - To be completed by Property Inventory.