AG-318 (07/15)

Texas A&M AgriLife
Administrative Services - Property

RESET FORM

EQUIPMENT PICK UP OR TRANSFER FORM

PICKED UP FROM: ☐ **UNIT** ☐ **DISTRICT** ☐ **COUNTY**

_____
(UNIT/DISTRICT/COUNTY NAME)

Asset Number: _____ **Serial Number:** _____

Item Description: _____

Transfer to: ☐ **UNIT** ☐ **DISTRICT** ☐ **COUNTY** ☐ **SURPLUS ITEM** ☐ **DELETE ITEM***

_____
(UNIT/DISTRICT/COUNTY NAME)

***Reason for Deletion:** _____

Asset Number: _____ **Serial Number:** _____

Item Description: _____

Transfer to: ☐ **UNIT** ☐ **DISTRICT** ☐ **COUNTY** ☐ **SURPLUS ITEM** ☐ **DELETE ITEM***

_____
(UNIT/DISTRICT/COUNTY NAME)

***Reason for Deletion:** _____

Asset Number: _____ **Serial Number:** _____

Item Description: _____

Transfer to: ☐ **UNIT** ☐ **DISTRICT** ☐ **COUNTY** ☐ **SURPLUS ITEM** ☐ **DELETE ITEM***

_____
(UNIT/DISTRICT/COUNTY NAME)

***Reason for Deletion:** _____

PICKED UP BY: _____ DATE: _____
(Print Name)

SIGNATURE: ORIGINAL SIGNATURE REQUIRED

RETURN TO DEPARTMENT ALTERNATE ACCOUNTABLE PROPERTY OFFICER (AAPO) OR DISTRICT OFFICE MANAGER FOR PROCESSING