

AG-307 (09/2015)

Texas A&M AgriLife
Administrative Services - Property



Inventory Gifts & Reclassifications

Agency Reference Number

06 – AgriLife Research
Agency #556

07 – AgriLife Extension Service
Agency #555

20 – TVMDL
Agency #557

Attention: Director, Texas A&M AgriLife

Authority is requested:

1. Reclassification
2. Gift
3. To Close Construction Project

Reason: _____

From: _____

Unit Name

Unit Code

Asset Number	Item Description (Identical with Inventory)	Class Code	Source	Acq. Date (MM/DD/YY)	Amount

To: _____

Unit Name

Unit Code

Asset Number	Item Description (Identical with Inventory)	Class Code	Source	Acq. Date (MM/DD/YY)	Amount	Bldg.	Room	Group Code

Approval Recommended:

Approved:

Signature of APO or AAPO

Date

Signature of Officer in Charge

Date