**PROPERTY ADMINISTRATORS**

|  |  |  |
| --- | --- | --- |
| **Sending Unit** | **Receiving Unit** | **Property Manager** |
| Department/Subdepartment Code | Department/Subdepartment Code | PTR Received Date |
|  |  |  |
| APO/AAPO’s Printed Name | APO/AAPO’s Printed Name |  |
|  |  |  |
| APO/AAPO’s Signature and Date | APO/AAPO’s Signature and Date |  |
| **X** | **X** |  |

**(Receiving Unit APO/AAPO must fax completed PTR to the Sending Unit APO/AAPO and the Property Manager – fax 979/458-6622.)**

**ASSET INFORMATION**

**To Be Completed by Receiving Unit**

| **Property Tag Number** | **Asset Description including Serial Number** | **Assigned To** | **Building #** | **Room #** | **County Code** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
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**INSTRUCTIONS**

GENERAL

Each capitalized or controlled equipment asset is assigned to a single inventory administered by one APO and one or more AAPOs. Movement of an asset from one inventory to another is documented by completion of a Property Transfer Record and entry of the transfer in the fixed asset module of FAMIS.

The Sending Unit APO/AAPO is responsible for the equipment assets until the Receiving Unit APO/AAPO has provided a copy of the completed and signed PTR.

PROPERTY ADMINISTRATORS

Department/Subdepartment Code – These codes identify the individual inventory for the equipment asset.

APO/AAPO – Signature confirms accuracy of the asset number and description of each equipment asset being transferred. The Receiving Unit signature also acknowledges that accurate assignment and location information has been entered for each equipment asset.

ASSET INFORMATION

Property Tag Number – The 10-digit asset number is needed to process the entries in FAMIS. Screens 533 and 536 provide the asset number when the property tag number is entered.

Asset Description – At minimum, enter the asset description as it appears in the inventory along with the appropriate serial number. Record any additional information which is useful for the Sending or Receiving Unit. For example, when a new computer replaces an existing computer, record the tag or asset number for both computers on both PTRs.

Assigned To – The assignment information needed depends on the type and use of the equipment asset.

* For equipment assets assigned to an employee, enter the employee’s UIN.
* For a weather station, enter the map coordinates.

Building and Room Numbers – FAMIS screen 535 provides building and numbers.

County Code – FAMIS screen 535 provides the 3-digit county code. The county name may be entered if the code is not known.

PROPERTY RECEIVED BY

If the Sending Unit releases the equipment assets to someone other than the Receiving Unit APO/AAPO, a signature and date is required to maintain evidence of custody and responsibility for the assets. The Sending Unit should keep a copy of the signed PTR.