



REQUEST FOR SALE OR TRANSFER OF UNIVERSITY OWNED PROPERTY

The items requested to be sold or transferred fall within the guidelines of TAMUS APRM C.3.5
(Attach detail list with WT inventory numbers, serial numbers and description).

The reason for the request is: (Circle One)

- 1) Insufficient number of buyers in vicinity of property to secure acceptable value through bid procedure. Attach bid from individual or company in formal letter format.
- 2) Insufficient quantity of property to warrant use of local mail out outlet. Attach bid from individual or company in formal letter format.
- 3) Opportunity to include property in specialized auction or sale.
- 4) Transfer of equipment to political subdivision (i.e. city, county, school district, volunteer fire department). Give name of subdivision. (Subdivision must be on the State of Texas approved list.)
- 5) Donated items from UPD lost and found to charitable organizations. UPD keeps all items for a minimum of three years. Attach list of items donated and suggested organization receiving donation.

This does appear to be in the best interest of the university

Department Head/Date

Property Manager/Date

Vice President for Business & Finance/Date

President/Date

Disposal of University property must be approved by the Property Manager before any action is taken.