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)

ITEM DESCRIPTION	ESTIMATED VALUE	SOURCE	NEW LOCATION ROOM BUILDING

_____
Property Custodian Signature

_____
Property Management Signature