

# ***Property Information***

## **Texas A&M Health Science Center Property Management**

(Only complete this form for manually assigned asset #'s; if assets are created in FAMIS FRS 360-362, do not complete this form)

<b>(Check One)</b>	
<input type="checkbox"/> <b>New Asset #</b>	<input type="checkbox"/> <b>Add To Existing Asset #</b>

**Contact:** \_\_\_\_\_

**Dept/Sub Dept:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

<b>Asset #</b>	
<b>FAMIS Document #</b>	
<b>Asset Description</b>	
<b>Cost</b>	
<b>Manufacturer</b>	
<b>Model #</b>	
<b>Serial #</b>	
<b>Class Code</b>	
<b>Acquisition Date</b>	
<b>In-Service Date</b>	
<b>Availability</b>	
<b>Condition</b>	
<b>FAMIS Dept Code</b>	
<b>Building Number</b>	
<b>Room Number</b>	
<b>Other Location</b>	
<b>Comments</b>	

*Submit completed form to HSC Property Management*