



TEXAS TECH UNIVERSITY  
 OUT-OF-STATE UNIVERSITY, PRIVATE INSTITUTION, OR NON-TEXAS STATE  
 AGENCY INCOMING - PROPERTY TRANSFER RECEIPT FORM

Numbers 1-12 must be completed by the out-of-state University, private institution, or non-Texas state agency transferring the equipment:

1. Institution/Agency Name: \_\_\_\_\_

2. Transferring Institution/Agency Property Manager (or authorized signer):

\_\_\_\_\_  
*Signature* *Printed*

3. Transferring Institution/Agency Inventory Contact (or authorized signer):

\_\_\_\_\_  
*Signature* *Printed*

4. Transferring Institution/Agency Contact Email and Phone Number

\_\_\_\_\_  
*Email* *Phone Number*

5. Equipment Transferred Date: \_\_\_\_\_

**Capital Equipment List**

6. Institution/Agency Property Number	7. In-Service Date	8. Description	9. Serial Number	10. Historical Cost	11. Accumulated Depreciation	12. Cash Proceeds or Estimated Fair Market Value

Numbers 13-18 must be completed by the TTU department receiving the equipment. **Note: Please attach a list of equipment if you have more than 5 items to enter.**

*My department accepts financial liability for loss or damage to this Item(s). All listed property numbers/serial numbers have been verified and are hereby received.*

13. Receiving TTU Department Name: \_\_\_\_\_

14. Department (6-digit) Org Code: \_\_\_\_\_

15. Department Head (or authorized signer):

\_\_\_\_\_  
*Signature* *Printed*

16. Inventory Contact (or authorized signer):

\_\_\_\_\_  
*Signature* *Printed*

17. Inventory Contact Email and Phone Number:

\_\_\_\_\_  
*Email* *Phone Number*

18. Equipment Received Date: \_\_\_\_\_

19. Email a PDF copy of the Proposed Property Transfer Receipt Form to Property Management at [property.management@ttu.edu](mailto:property.management@ttu.edu).