



**TEXAS MILITARY DEPARTMENT
STATE PROPERTY OFFICE
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-1334**

NGTX – RMS

DATE:

Name:	Transferred To:
Program:	Program:
Location Code:	Location Code:
Date Initiated:	Date Received:

ITEM	DESCRIPTION	SERIAL NUMBER	TAG	PRICE	QTY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I understand that I am responsible for the safe keeping of all state issued personal assets assigned to my program. My state property coordinator will produce, in a reasonable amount of time, any item requested by the property manager for inspection. I further understand that: (1) I cannot transfer, dispose or cannibalize any item without the prior approval of the asset manager; (2) I am aware that the asset tags assigned to the items in my care must be applied immediately; and (3) each program's state property coordinator will sub hand receipt all state property down to the end users. The TMD may seek further reimbursement of funds for lost, damaged or stolen property or place appropriate restrictions on future equipment purchases for the responsible program.

Signature:_____

Date:_____