

**TEXAS A&M UNIVERSITY-CORPUS CHRISTI  
6300 OCEAN DRIVE  
CORPUS CHRISTI, TEXAS 78412**

**PROPERTY ASSET LOCATION FORM**

**TO:** Property Officer

**FROM:** \_\_\_\_\_  
**Department**

PO \_\_\_\_\_

Please document the correct location/s for the inventory listed below. Please sign and email updated form to  
**inventory@tamucc.edu**

DESCRIPTION	SERIAL NUMBER	PROP. TAG INVENTORY #	BLDG. & ROOM #

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ext.**

\_\_\_\_\_  
**Unit #**

\_\_\_\_\_  
**Print Name**

The correct location for all departmental property is critical. Please use this form each time an asset is relocated. If you have any questions, please call Property Management at ext. 5936. Please EMAIL this form to [inventory@tamucc.edu](mailto:inventory@tamucc.edu) within 5 days of the location change.