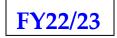


Annual Off-Campus Receipt



Annual Off-Campus Receipts expire June 30th of every year, and must be renewed. NMIMT is only the steward of the property – ownership vests with the State of NM or the Sponsor.

Employee Information:				
Name	Department		Banner ID (Required)	900
Title	Extension	E-Mail Address		
Office Location: City	Building		Room #	
Asset Information:				
Primary Off Campus Location (i.e. physical address	or location)			
PCN Description	Description		Manufacturer	
Serial Number:	Model Number:		Cost: \$	
Describe / list the reasonable measures that	have been taken to protect the as	set from theft &	environmental haza	rds:

Complete this section: Property will be used for (i.e. teaching, work from home, or a brief description of research):

Read and Sign Acknowledgement of Property Rights and Responsibilities:

I acknowledge the receipt of and responsibility for the State owned property listed above. I agree to maintain the property and return it when NMIMT is no longer my employer, or earlier upon request. I will report any loss, damage, theft immediately. *I further agree to use said property for work-related purposes only*. *In signing this form, I acknowledge that the Property Office may periodically and randomly audit the asset information listed above*. Note: You can't be your own supervisor.

Employee's Signature			Date				
Employee's Supervisor's Signature		Banner ID:	: 900 <mark>Dat</mark> e				
Property Office Rep.'s Signature			Date				
Not Valid Unless Signed by NM Tech Property Office Representative							
Returned To (complete this section when the asset has been returned to NM Tech for reutilization or final disposition):							
Building:	Room:	Person:					
Receiver's Signature:			Pate Received:				

Previous Editions Are Obsolete

Hello! Thank you for your time and effort preparing this form.

May we ask that you send this back to the Property Office, with the original signatures, and we will return a copy to you, once we've received and signed the form and entered the information into the Banner system.

Please remember, these forms expire on the 30th of June each year and must be resubmitted for further use off campus.

Thanks again,

Property Team