

Pickup & Disposal Request

E-mail the completed form to property@nmt.edu. If you have questions, please call 835-5453.

The Property Office may not receive assets containing hazardous or radioactive materials. For disposal of assets with hazardous materials contact Ben Thomas at 575-517-0646 or hazmat@nmt.edu.

Enter one descriptive **code** for each asset: (A) Good/Fair Condition (B) Requires Repair (C) Obsolete (D) Cannibalized (E) Scrap

<p style="text-align: center;">For Department Requesting Disposal of Surplus Property</p> <p>Date _____</p> <p>Department Name _____</p> <p>Contact _____</p>	<p style="text-align: center;">For Property Office Use Only</p> <p>Received By _____</p> <p>Date _____ Time _____</p> <p>Comments: _____</p>
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Notes _____

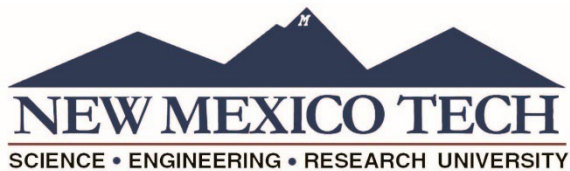
							Property Use Only
#	Code	PCN	Description	Manufacturer	Model	Serial #	Suspended?
1							
2							
3							
4							
5							

Complete attachment if more room is needed.

Pick up assets at (Building) _____ Room _____ Contact _____

Items will be delivered to the Property Office (Date) _____ Time _____ By _____

A separate form is required for each pickup location.



Fixed Asset Pickup & Disposal Request, ATTACHMENT

Department _____ Date _____ Page _____ of _____

Contact Name & Extension _____

							Property Use Only
#	Code	PCN	Description	Manufacturer	Model	Serial #	Suspended?