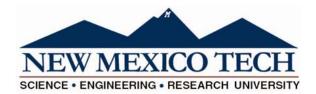


## Internal to NM Tech - Transfer of Assets

## Send ORIGINAL FORMS to Property Office in the Campus Mail upon completion.

NOTE: Assets will remain on the department's inventory until this form has been completed, appropriately signed and submitted to the Property Office. This form should be submitted to the Property Office within 5 business days of the desired transfer date. Please specify the department for divisions with multiple departments or programs. Full and legible names must be used in order to complete transfers. A new form is required for each transferring and receiving fund or index. Banner IDs are required\* Do not list more than one receiving employee per document.

		Transferring	Transferring	Receiving	Receiving	New Location		
PCN	Item Description	Department	Employee	Department	Employee	Building	Room	
Transferring Org		Receiving Org		Receive	Receiver's Banner ID*		•	
Transferring Employee's Signature		- Date	Re	Receiving Employee's Signature			Date	
Transferring Employee's Signature		Date	Tic					
Transferring Department Chair's Signature		Date	Kec	Receiving Department Chair's Signature & Banner ID			Date	
Property Office Representative's Signature		Date		Updated Date & Initials				
	NOT V	ALID UNLESS A	<u>ALL</u> SIGNATUR	ES ARE OBTAIN	IED			



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## Transfer of Assets, continued

					Page	of	
		Transferring	Transferring	Receiving	Receiving	New Location	
PCN	Item Description	Department	Employee	Department	Employee	Building	Room