

# NEW MEXICO TECH PROPERTY CLEARANCE FORM

Employee's final paycheck will **NOT** be released until this form is completed and returned to the Human Resources Office, Brown Hall Room 118

Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Last Date of Employment \_\_\_\_\_ Banner Username \_\_\_\_\_  
(example: mjones or hps\_mjones)

Forwarding Address: \_\_\_\_\_

EMPLOYEE - I have returned all property of NMT-All Employees Signed by \_\_\_\_\_

PROPERTY OFFICE - (Property Yard)-Call Ext 5835 for Property List Cleared by \_\_\_\_\_

PURCHASING - (Brown Hall 114)-Regular/Temp Employees Cleared by \_\_\_\_\_

GYMNASIUM - Regular/Temp Employees Cleared by \_\_\_\_\_

LIBRARY - Regular/Temp Employees Cleared by \_\_\_\_\_

ACCOUNTS RECEIVABLE - (Joseph Fidel Center)-All Employees Cleared by \_\_\_\_\_

TRAVEL OFFICE - (Wells Hall 126)-All Employees Cleared by \_\_\_\_\_

POST OFFICE - (Fidel Center) All Employees Cleared by \_\_\_\_\_

INDIRECT COST/RESTRICTED FUNDS - (Wells Hall)-All Employees Cleared by \_\_\_\_\_

ITC/COMPUTER CENTER - (Gold 101)-All Employees Cleared by \_\_\_\_\_

INSTRUMENT ROOM - (New Workman)-All Employees Cleared by \_\_\_\_\_

KEY CONTROL - (Fidel Center)-All Employees Cleared by \_\_\_\_\_

FACILITIES MANAGEMENT KEY CONTROL - FM Workers Only Cleared by \_\_\_\_\_

FACILITIES MANAGEMENT UNIFORMS - FM Workers Only Cleared by \_\_\_\_\_

FACILITIES MANAGEMENT WAREHOUSE - FM Workers Only Cleared by \_\_\_\_\_

SECURITY CLEARANCE DEBRIEFING  
(EMRTC, R& ED, Campus Police and Post Office employees) Cleared by \_\_\_\_\_

SUPERVISOR, DEPT. HEAD, CHAIR -All Employees Cleared by \_\_\_\_\_

**REMINDER:** Upon signature, Supervisor send Personnel Action Form to Human Resources

**EMRTC EMPLOYEES ONLY**

IT-COMPUTER ACCOUNTS Cleared by \_\_\_\_\_

MACHINE SHOP (Tools) Cleared by \_\_\_\_\_

EMRTC (ID Badges) Cleared by \_\_\_\_\_

TLD BADGES Cleared by \_\_\_\_\_

EMRTC (Tools, Uniforms, Pager, Field Office) Cleared by \_\_\_\_\_

VEHICLE CLEARANCE (Vehicle Keys, Fuel Keys) Cleared by \_\_\_\_\_

FINANCE Cleared by \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT Cleared by \_\_\_\_\_