



# Pickup & Disposal Request

E-Mail the completed form to [property@nmt.edu](mailto:property@nmt.edu). If you have any questions, please call 575.835.5453.

The Property Office may not receive assets containing hazardous or radioactive materials. For disposal of assets with hazardous materials contact Ben Thomas at 835-5495 or [hazmat@nmt.edu](mailto:hazmat@nmt.edu).

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

For Department Requesting Disposal of Surplus Property
Date _____
Department Name _____
Contact _____

For Property Office Use Only
Received By _____
Date _____ Time _____
Comments: _____

Notes \_\_\_\_\_

#	Code	PCN	Description	Manufacturer	Model	Serial #	Property Use Only
							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 \_\_\_\_\_

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