



# Pickup & Disposal Request

Fax the completed form to the Property Office at x5578, or email to [property@nmt.edu](mailto:property@nmt.edu) If you have questions, please call 835-5453.

Assets containing hazardous or radioactive materials may not be received by the Property Office. For disposal of assets with hazardous materials contact Ruth Horowitz at 835-5842 or [ruth.horowitz@nmt.edu](mailto:ruth.horowitz@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.





