NEW MEXICO TECH PROPERTY CLEARANCE FORM

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

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** _____

Forwarding Address: _____

PURCHASING - (Brown Hall, 100)-Regular/Temp Employees — Cleared by _____

ACCOUNTS RECEIVABLE - (Joseph Fidel Center)-All Employees — Cleared by _____

POST OFFICE – (Joseph Fidel Center) All Employees — Cleared by _____

ITC/COMPUTER CENTER - (Gold 101)-All Employees — Cleared by _____

COST ACCOUNTING and REPORTING - (Wells Hall 124)-All Employees — Cleared by _____

TRAVEL OFFICE - (Wells Hall 103) - All Employees — Cleared by _____

GYMNASIUM - Regular/Temp Employees — Cleared by _____

LIBRARY - Regular/Temp Employees — Cleared by _____

GAS CARDS- Facilities Management - All Employees — Cleared by _____

FACILITIES MANAGEMENT UNIFORMS - FM Workers Only FUEL — Cleared by _____

KEY CONTROL - Facilities Management - All Employees — Cleared by _____

PROPERTY OFFICE - email property@nmt.edu for Listing — Cleared by _____

SECURITY CLEARANCE-ROB117/LABS DEBRIEFING-ROB113 — Cleared by _____

EMPLOYEE - I have returned all property of NMT-All Employees — Signed by _____

SUPERVISOR, DEPT. HEAD, CHAIR -All Employees — Cleared by _____

REMINDER: Upon signature, Supervisor submit Electronic Personnel Action Form

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EMRTC EMPLOYEES ONLY

IT-COMPUTER ACCOUNTS — Cleared by _____

EMRTC (ID Badges) — Cleared by _____

TLD BADGES — Cleared by _____

EMRTC (Tools) — Cleared by _____

VEHICLE CLEARANCE (Vehicle Keys, Fuel Keys) — Cleared by _____

FINANCE (Travel, Time Sheets, Uniforms) — Cleared by _____

HUMAN RESOURCES DEPARTMENT — Cleared by _____