

# 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, West Hall Room 113

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

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

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

PURCHASING - (West Hall, 102)-Regular/Temp Employees Cleared by \_\_\_\_\_

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

KEY CONTROL - (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 \_\_\_\_\_

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

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

FUEL GAS CARDS - Facilities Management - All Employees Cleared by \_\_\_\_\_

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

SECURITY CLEARANCE/LABS DEBRIEFING 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

**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 \_\_\_\_\_