

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: _____

PURCHASING - (Brown Hall)-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)-All Employees Cleared by _____

RESTRICTED FUNDS - (Wells Hall)-All Employees Cleared by _____

TRAVEL OFFICE - (Wells Hall 126)-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 _____

FACILITIES MANAGEMENT WAREHOUSE - FM Workers Only Cleared by _____

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

SECURITY CLEARANCE DEBRIEFING
(EMRTC, R& ED, Campus Police and Post Office employees) 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 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 _____