



# Annual Off-Campus Receipt

**FY21/22**

*Annual Off-Campus Receipts expire June 30th of every year, and must be renewed. NMIMT is only the steward of the property – ownership vests with the State of NM or the Sponsor.*

**Employee Information:**

Name \_\_\_\_\_ Department \_\_\_\_\_ Banner ID (Required) 900  
Title \_\_\_\_\_ Extension \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Office Location: City \_\_\_\_\_ Building \_\_\_\_\_ Room # \_\_\_\_\_

**Asset Information:**

**Primary Off Campus Location** (i.e. physical address or location) \_\_\_\_\_  
PCN \_\_\_\_\_ Description \_\_\_\_\_ Manufacturer \_\_\_\_\_  
Serial Number: \_\_\_\_\_ Model Number: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Describe / list the reasonable measures that have been taken to protect the asset from theft & environmental hazards:**

**Complete this section: Property will be used for (i.e. teaching, work from home, or a brief description of research):**

**Read and Sign Acknowledgement of Property Rights and Responsibilities:**

I acknowledge the receipt of and responsibility for the State owned property listed above. I agree to maintain the property and return it when NMIMT is no longer my employer, or earlier upon request. I will report any loss, damage, theft immediately. *I further agree to use said property for work-related purposes only. In signing this form, I acknowledge that the Property Office may periodically and randomly audit the asset information listed above.* Note: You can't be your own supervisor.

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Employee's Supervisor's Signature** \_\_\_\_\_ Banner ID: 900 **Date** \_\_\_\_\_  
Property Office Rep.'s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Not Valid Unless Signed by NM Tech Property Office Representative**

**Returned To (complete this section when the asset has been returned to NM Tech for reutilization or final disposition):**

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Person: \_\_\_\_\_  
Receiver's Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Hello! Thank you for your time and effort preparing this form.

May we ask that you send this back to the Property Office, with the original signatures, and we will return a copy to you, once we've received and signed the form and entered the information into the Banner system.

Please remember, these forms expire on the 30<sup>th</sup> of June each year and must be resubmitted for further use off campus.

Thanks again,

Property Team