



Pickup & Disposal Request

E-mail the completed form to property@nmt.edu. If you have questions, please call 835-5453.

The Property Office may not receive assets containing hazardous or radioactive materials. For disposal of assets with hazardous materials contact Ben Thomas at 835-5495 or hazmat@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: _____
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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.

