



Pickup & Disposal Request

Fax the completed form to the Property Office at x5578, or email to byron.whitehorse@nmt.edu If you have questions, please call 835-5835.

Assets containing hazardous or radioactive materials may not be received by the Property Office. For disposal of assets with hazardous materials contact Ruth Horowitz at 835-5842 or ruth.horowitz@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 _____

							Property Use Only
#	Code	PCN	Description	Manufacturer	Model	Serial #	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.



Contact Name & Extension _____

Revised August 2013