



# Pickup & Disposal Request

Fax the completed form to the Property Office at x5578, or email to [bwhitehorse@admin.nmt.edu](mailto:bwhitehorse@admin.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](mailto: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 \_\_\_\_\_

#	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.

