



# Property Movement Form

Assets will remain the same on the department's inventory until this form has been completed, appropriately signed and submitted to the Property Office. Submit this form by Fax or Campus mail to the Property Office no more than 30 days after the asset has been moved.

PCN	Item Description	Old Location		New Location	
		Building	Room	Building	Room

\_\_\_\_\_  
Department Representative

\_\_\_\_\_  
Date

Property Office Representative's Signature	Date	Updated Date & Initials

A signed copy will be either faxed or e-mailed to you for your records. If you have questions pertaining to this form please contact.

Property Office  
Phone: 835-5453 or 835-6953  
Property@nmt.edu  
nmt.edu/property



## Property Movement Form (Long Form)

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		Building	Room	Building	Room

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