



**Property Office
(575) 835-5453
property@nmt.edu
Surplus Property Transfer Form**

Please complete the following to document your agency's donation of these items for a public purpose as authorized by NMSA 13-6-1 and New Mexico Institute of Mining and Technology Property Procedures Manual.

Owning Agency: New Mexico Institute of Mining and Technology

Contact Name:

Phone:

E-mail:

Donation made for a public purpose to:

Please list items transferred. Use an additional sheet if needed.

Market Value (Acquisition Cost \$_____ acquired _____)
Current Book Value (after depreciation \$ 0)

I certify that this transfer is consistent with NMSA 13-6-1 and New Mexico Institute of Mining and Technology Property Procedures.

Agency Representative

Date _____

Print name _____

Receiving Representative

Date _____

Print name _____