



Annual Off-Campus Receipt

FY

Annual Off-Campus Receipts expire June 30th of every year, and must be renewed. NMIMT is only the steward of the property – ownership vests with the State of NM or the Sponsor.

Employee Information:

Name _____ Department _____ Banner ID (Required) 900

Title _____ Extension _____ E-Mail Address _____

Office Location: City _____ Building _____ Room # _____

Asset Information:

Primary Off Campus Location (i.e. physical address or location) _____

PCN _____ Description _____ Manufacturer _____

Serial Number: _____ Model Number: _____ Cost: \$ _____

Describe / list the reasonable measures that have been taken to protect the asset from theft & environmental hazards:

Complete this section: Property will be used for (i.e. teaching, work from home, or a brief description of research):

Read and Sign Acknowledgement of Property Rights and Responsibilities:

I acknowledge the receipt of and responsibility for the State owned property listed above. I agree to maintain the property and return it when NMIMT is no longer my employer, or earlier upon request. I will report any loss, damage, theft immediately. *I further agree to use said property for work-related purposes only. In signing this form, I acknowledge that the Property Office may periodically and randomly audit the asset information listed above.* Note: You can't be your own supervisor.

Employee's Signature _____ **Date** _____

Employee's Supervisor's Signature _____ Banner ID: 900 **Date** _____

Property Office Rep.'s Signature _____ Date _____

Not Valid Unless Signed by NM Tech Property Office Representative

Returned To (complete this section when the asset has been returned to NM Tech for reutilization or final disposition):

Building: _____ Room: _____ Person: _____

Receiver's Signature: _____ Date Received: _____

Hello! Thank you for your time and effort preparing this form.

May we ask that you send this back to the Property Office, with the original signatures, and we will return a copy to you, once we've received and signed the form and entered the information into the Banner system.

Please remember, these forms expire on the 30th of June each year and must be resubmitted for further use off campus.

Thanks again,

Property Team