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# Internal to NM Tech - Transfer of Assets

**Send ORIGINAL FORMS to Property Office in the Campus Mail upon completion.**

NOTE: Assets will remain on the department's inventory until this form has been completed, appropriately signed and submitted to the Property Office. This form should be submitted to the Property Office within 5 business days of the desired transfer date. Please specify the department for divisions with multiple departments or programs. Full and legible names must be used in order to complete transfers. A new form is required for each transferring and receiving fund or index. **Banner IDs are required\* Do not list more than one receiving employee per document.**

| PCN | Item Description | Transferring Department | Transferring Employee | Receiving Department | Receiving Employee | New Location Building | Room |
|-----|------------------|-------------------------|-----------------------|----------------------|--------------------|-----------------------|------|
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Transferring Org \_\_\_\_\_ Receiving Org \_\_\_\_\_ Receiver's Banner ID\* \_\_\_\_\_

Transferring Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_ Receiving Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Transferring Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_ Receiving Department Chair's Signature & Banner ID \_\_\_\_\_ Date \_\_\_\_\_

|  |      |                         |
|--|------|-------------------------|
| Property Office Representative's Signature                 | Date | Updated Date & Initials |
| <b>NOT VALID UNLESS <u>ALL</u> SIGNATURES ARE OBTAINED</b> |      |                         |



# Transfer of Assets, continued

Page \_\_\_\_\_ of \_\_\_\_\_

| PCN | Item Description | Transferring Department | Transferring Employee | Receiving Department | Receiving Employee | New Location Building | Room |
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