

Instructions

1. Enter Date.
2. Enter Department name.
3. Enter Campus Box.
4. Enter Requestor (who will be able to answer any questions we may have).
5. Enter Email address (for Requestor).
6. Enter Phone.
7. Enter Requestor Signature and date.
8. Checkmark if submitting Multiple Items. Submit Item List for Inventory Change Report for additional Items, indicate all necessary fields.
9. Indicate all necessary fields for item (NMSU Barcode No., Metal Tag No., Item Description, Manufacturer, Model No. and Serial No).
10. Select one of the following:
 - a. Checkmark Trade in to and specify location based on Purchase Order if Item is being traded (attach copy of PO if available).
 - b. Checkmark Transfer to other NMSU Department if item is being transferred within the University.
 - i. Enter New Building.
 - ii. Enter Room Number.
 - iii. Enter New Custodian.
 - iv. Enter Receiving Department.
 - v. Enter Printed Name.
 - vi. Sign and Date.
 - vii. Enter Phone Number.
 - c. Checkmark one of these if related to Central Property: Stolen, Surplus to Property, Cannibalized, or Missing.
11. Enter any special comments in the Comments box.
12. Complete the Approval section with Printed Department Head/Director Name, signature and date.
13. Route as per form to Property Accounting or Central Property Office.
14. If pickup is needed, please see http://www.ofs.nmsu.edu/req_selection.html to submit a work order.



New Mexico State University
Central Property
Item List for Inventory Change Report

Doc# _____

No.	NMSU Barcode No.	Metal Tag No.	Item Description	Manufacturer	Model No.	Serial No.
1						
2						
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