



New Mexico State University
Procurement Services and Risk Management
Permission to Sell

Routing Central Property Office

Doc# _____

Section: 1 (Must be completed) REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Department: _____ Campus Box: _____

Requestor: _____ Email Address: _____ Phone: _____

Requestor Signature: _____ Date: _____

Remote sale at location other than Central Property Recovery of proceeds (processed with normal sale) Index for proceeds credit: _____
(Note: Handled by JV after sale)

Multiple Items - Complete Attached Item List for Permission to Sell

NMSU Barcode No:	Metal Tag No:
Item Description:	Manufacturer:
Model No.:	Serial No.:
Title Type: <input type="checkbox"/> University <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Private Note: 1. DO NOT MIX TITLE TYPES. Separate form for each title type. 2. Check award clause if necessary.	Contains confidential media: <input type="checkbox"/> Yes <input type="checkbox"/> No

Offered for sale to NMSU departments: Yes No N/A Offered for sale to local public schools: Yes No N/A

Notes: 5% proceeds credit to Central Property, 95% to department. Vehicles are 5% proceeds credit to Central Property, 5% to Transportation Services, 90% to department.

Comments: _____

Section: 2 (Must be completed) APPROVAL

Print Name: _____ Signature: _____ Date: _____
Department Head/Director

Print Name: _____ Signature: _____ Date: _____
Dean/VP/Designee

Section: 3 PROPERTY ACCOUNTING

Federal Funds Award #: _____ Award Clause for Equipment: Yes No

Print Name: _____ Signature: _____ Date: _____
Property Accounting

Section: 4 (Must be completed) CENTRAL OFFICE APPROVAL

Director, Proc. Svcs. & Risk Mgt: Print Name: _____ Signature: _____ Date: _____

Controller: Print Name: _____ Signature: _____ Date: _____

Board Approval Date: _____ Notification to State Auditor Date: _____



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No.	NMSU Barcode No.	Metal Tag No.	Item Description	CM?*	Manufacturer	Model No.	Serial No.
1				Y/N			
2				Y/N			
3				Y/N			
4				Y/N			
5				Y/N			
6				Y/N			
7				Y/N			
8				Y/N			
9				Y/N			
10				Y/N			
11				Y/N			
12				Y/N			
13				Y/N			
14				Y/N			
15				Y/N			
16				Y/N			
17				Y/N			
18				Y/N			
19				Y/N			
20				Y/N			
21				Y/N			
22				Y/N			
23				Y/N			
24				Y/N			
25				Y/N			

* Check if item contains confidential media