



# Permission to Sell

ROUTING  
Central Property  
MSC 3001  
nmsuproperty@nmsu.edu  
Phone 646-3139

## SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_  
Requestor: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Org: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

Remote sale at location other than Central Property  
Index for proceeds credit: \_\_\_\_\_ Fund: \_\_\_\_\_ Account: \_\_\_\_\_  
(Note: Handled by JV after proceeds are received. Public Surplus will hold proceeds for 30 days after the end of the month of when the item was sold.)  
 **Multiple Items - Complete Attached Item List for Permission to Sell** Total Number of Items: (from attached list) \_\_\_\_\_  
NMSU Barcode No: \_\_\_\_\_ Manufacturer: \_\_\_\_\_  
Item Description: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
Model No.: \_\_\_\_\_

Title Type:  University  Federal  State  Private  
**1. DO NOT MIX TITLE TYPES. Separate form for each title type.**  
**2. Check award clause if necessary.**

Contains confidential media:  Yes  No

Offered on RePete to NMSU departments:  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 3: OFFICIAL APPROVAL / Delegates permitted per BPM Section 2.05

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean/VP/CC President  Designee

## SECTION 4: INTERNAL DEPARTMENT USE ONLY

Federal Funds Award #: \_\_\_\_\_ Award Clause for Equipment:  Yes  No

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Accounting

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Procurement Services

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Central Property

Reset

### Permission to Sell

No.	NMSU Barcode No.	Status (Official Use Only)	Item Description	CM?*	Manufacturer	Model No.	Serial No.
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

\* Check if item contains confidential media

Reset