



# Permission to Sell

ROUTING  
PROP  
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       Recovery of proceeds (processed with normal sale)  
Index for proceeds credit: \_\_\_\_\_ Fund: \_\_\_\_\_ Account: \_\_\_\_\_  
(Note: Handled by JV after sale)  
 **Multiple Items - Complete Attached Item List for Permission to Sell**      Total Number of Items: (from attached list) \_\_\_\_\_  
NMSU Barcode No: \_\_\_\_\_ Metal Tag No: \_\_\_\_\_  
Item Description: \_\_\_\_\_ Manufacturer: \_\_\_\_\_  
Model No.: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Title Type:     University     Federal     State     Private      Contains confidential media:  Yes  No  
**1. DO NOT MIX TITLE TYPES. Separate form for each title type.**  
**2. Check award clause if necessary.**

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 Presidnet

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

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

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

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

Reset

## Permission to Sell

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