



New Mexico State University

Central Property

Transfer of Custody – For Property Donations

ROUTING

[Attach to your ticket in Aggie Service Desk](#)

This form is for documenting the Donation of property from NMSU to an external entity. Must follow NMSA 13-6-1. An ICR must be approved prior to completion of this form and the actual transfer of property to be donated.

SECTION 1: REQUESTOR INFORMATION

Name of Person Submitting Request: _____ Title: _____

Department Donating Property: _____ Email Address: _____

Phone: _____ Campus Box: _____ Building and Room: _____

SECTION 2: REQUEST DETAILS

Brief Description of Property: See Attached ICR

Notes/Comments:

SECTION 3: APPROVAL

Donated from: _____ (Authority)

Title: _____ Signature: _____ Date: _____

Donated to (person receiving property plus company name and address):

OPTIONAL

Title: _____ Signature: _____ Date: _____

Final Approval by Chief Procurement Officer:

Name: _____ Signature: _____ Date: _____