

Permission to Sell - Instructions

This form is used when a department/unit wants to receive proceeds back from Central Property after surplus property is auctioned. Keep in mind if the Property is capital (\$5,000 or greater), it has to be approved by the BOR and then goes to the State Auditor and on a 30 day hold before it can be sold. Then there is a delay to receive funds based on the turnaround of the auction vendor. Then a JV is completed once we receive the funds and the detail from the auction vendor. An ICR (Inventory Change Request) form is required for F, S or P Property.

Request Details

1. Check multiple items if more than one item is being submitted. Enter all items on the Item List. Complete all fields.
2. Provide Index and fund number for transfer of proceeds.
3. Permission can be requested to allow for a remote sale. This will be reviewed and allowed on a case by case basis.



Permission to Sell

ROUTING

[Enter a ticket
in Aggie
Service Desk](#)

SECTION 1: REQUESTOR INFORMATION

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

Requestor: _____ E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

Property Type: ☐ University

☐ **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.: _____

Index for proceeds credit: _____ Fund: _____ Account: _____

(Note: Handled by JV after proceeds are received. Typically proceeds will be received after the end of the month when the item was sold.)

Requesting permission for:

☐ Remote sale at location other than Central Property

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

Special Instructions or Comments: _____

SECTION 3: OFFICIAL APPROVAL / Delegates permitted per BPM Section 2.05

Print Name: _____ Signature: _____ Date: _____

☐ Dean/VP/CC President* or ☐ Designee
*Only required for Capital - \$5,000 or greater

OR

For Aggie Service Center Units ☐ Dept Head/Dir ☐ Principal Investigator

SECTION 4: INTERNAL DEPARTMENT USE ONLY

Print Name: _____ Signature: _____ Date: _____
Central Property Supervisor

Print Name: _____ Signature: _____ Date: _____
Chief Procurement Officer

Permission to Sell - Item list

No.	NMSU Barcode No.	Item Description	Manufacturer	Model No.	Serial No.	Capital Y/N
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
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