

## Property Transfer (Internal to NMSU) - Instructions

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The Property Transfer form is required on all NMSU Capital property (U-Tag) valued at \$5,000 or above and any equipment purchased through sponsored awards with assigned F, S, or P-Tags (Federal, State, and Private). This includes internal sales. See BPM 4A.20.1.

Changes that do not cross departmental organizations do not require a Property Transfer form. Requested changes can be made via email to [spa\\_plant@nmsu.edu](mailto:spa_plant@nmsu.edu).

**Interdepartmental Transfers:** Complete all applicable blanks on this form and obtain signature of department head within the sending department. Next, obtain signature of the department head of the receiving department. Submit form through Aggie Service Desk (ASD). Retain one copy for departmental files.

**Trade-ins/Exchange/Returns:** Check the applicable type of activity and indicate the company to receive this property. Attach copies of the Purchase order(s) related to this activity. Obtain signature of department head in the sending department. Give any additional details about this transaction under comments. Submit form through Aggie Service Desk (ASD). Retain one copy for departmental files.

1. Enter Date.
2. Enter Department name.
3. Enter Campus Box.
4. Enter Requestor (who will be able to answer any questions we may have).
5. Enter Email address (for Requestor).
6. Enter Phone.
7. Enter Requestor Signature and date.
8. Checkmark if submitting Multiple Items. Submit Item List for Property Transfer for additional Items, indicate all necessary fields.
9. Indicate all necessary fields for item (i.e., NMSU Barcode No., Metal Tag No., Item Description, Manufacturer, Model No. and Serial No, and Working Y/N).
10. Select one of the following:
  - a. Checkmark Trade in to and specify location based on Purchase Order if Item is being traded (attach copy of PO if available).
  - b. Checkmark Transfer to other NMSU Department if item is being transferred within the University.
    - i. Enter New Building.
    - ii. Enter Room Number.
    - iii. Enter New Custodian.
    - iv. Enter Receiving Department.
    - v. Enter Printed Name.
    - vi. Sign and Date.
    - vii. Enter Phone Number.
11. Enter any special comments in the Comments box.
12. Complete the Approval section with Printed Dean/VP/CC President (Only required if \$5,000 or greater) or delegate permitted per BPM section 2.05, signature and date.
13. Route per form routing box



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ROUTING

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

### SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Requestor: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Org: \_\_\_\_\_

### SECTION 2: REQUEST DETAILS

☐ **Multiple Items - Complete Attached Item List for Property Transfer Form** Total Number of Items: (from attached list) \_\_\_\_\_

NMSU Barcode No: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Item Description: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Model No.: \_\_\_\_\_

☐ Trade-in ☐ Exchange ☐ Return To Vendor: \_\_\_\_\_

Please Attach P.O. Information and include all relevant details in the comment section.

Transfer to other NMSU Dept.

Receiving Dept.: \_\_\_\_\_ Org #: \_\_\_\_\_

Item Description: \_\_\_\_\_ Building and Room: \_\_\_\_\_

New Custodian: \_\_\_\_\_ New Equipment Manager: \_\_\_\_\_

Aggie ID: \_\_\_\_\_ Aggie ID: \_\_\_\_\_

Receiving Department Head: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

### SECTION 3: OFFICIAL APPROVAL

**\* BY SIGNING THIS FORM, THE SENDING DEPARTMENT ACKNOWLEDGES THAT ALL BETTERMENTS, ATTACHMENTS AND COMPONENTS BELONGING TO THIS ITEM ARE INCLUDED.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Dean/VP/CC President **OR** ☐ Delegate **OR**

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

### SECTION 4: INTERNAL DEPARTMENT USE ONLY

SPA Plant Accounting - Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Property Transfer (Internal to NMSU)- Item List

No.	NMSU Barcode No.	Status (Office Use Only)	Item Description	Manufacturer	Model No.	Serial No.	Working Y/N
1							
2							
3							
4							
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