

NEW MEXICO TECH PROPERTY CLEARANCE FORM

Employee's final paycheck will **NOT** be released until this form is completed and returned to the Human Resources Office, West Hall Room 113

Name _____ Banner ID _____

Last Date of Employment _____ Banner Username _____

Forwarding Address: _____

PURCHASING - (West Hall, 102)-Regular/Temp Employees Cleared by _____

ACCOUNTS RECEIVABLE - (Joseph Fidel Center)-All Employees Cleared by _____

KEY CONTROL - (Joseph Fidel Center)-All Employees Cleared by _____

POST OFFICE - (Joseph Fidel Center) All Employees Cleared by _____

ITC/COMPUTER CENTER - (Gold 101)-All Employees Cleared by _____

COST ACCOUNTING and REPORTING- (Wells Hall 124)-All Employees Cleared by _____

TRAVEL OFFICE - (Wells Hall 103)-All Employees Cleared by _____

GYMNASIUM - Regular/Temp Employees Cleared by _____

LIBRARY - Regular/Temp Employees Cleared by _____

FACILITIES MANAGEMENT KEY CONTROL - FM Workers Only Cleared by _____

FACILITIES MANAGEMENT UNIFORMS - FM Workers Only FUEL Cleared by _____

GAS CARDS - Facilities Management - All Employees Cleared by _____

PROPERTY OFFICE - email property@nmt.edu for Listing Cleared by _____

SECURITY CLEARANCE-ROB117/LABS DEBRIEFING-ROB113 Cleared by _____

EMPLOYEE - I have returned all property of NMT-All Employees Signed by _____

SUPERVISOR, DEPT. HEAD, CHAIR -All Employees Cleared by _____

REMINDER: Upon signature, Supervisor submit Electronic Personnel Action Form

EMRTC EMPLOYEES ONLY

IT-COMPUTER ACCOUNTS Cleared by _____

MACHINE SHOP (Tools) Cleared by _____

EMRTC (ID Badges) Cleared by _____

TLD BADGES Cleared by _____

EMRTC (Tools, Uniforms, Pager, Field Office) Cleared by _____

VEHICLE CLEARANCE (Vehicle Keys, Fuel Keys) Cleared by _____

FINANCE Cleared by _____

HUMAN RESOURCES DEPARTMENT Cleared by _____