NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION OF ASSETS

NNMC POLICY #7710, SECTION 5

Date: **Department:** **Org/Fund**

***Codes for Reasons for Deletion**

A = Destroyed

B = Discarded

C = Disposed of by off-site employee

D = Returned to agency

E = Request Permission for Permanent Disposal - Submitted to Business office on:

F = Taken by former employee for grant-related work

G = Theft (Provide Police Report if available)

H = Unlocated after exhaustive search

I = Returned to vendor/Trade-in

J = Cannibalized

K = Other (Must explain)

*Deletion Code	Asset #	Description	Pallet #	In WASP	Net Book Value	Custodian	Capital	Grant #

PRINT NAME & TITLE of authorized signature:

Signature:

Business Office Use Only

Approved: ☐ Dissaproved:

Grant #		Disapproved	Notification Sent to Agency	Notification Rec From Agency		

Notes:

Contingent on Director Of Finance Approval Questions: Call 747-2134