NORTHERN NEW MEXICO COLLEGE

REQUEST FOR DELETION/DISPOSAL OF ASSETS & PROPERTY

NNMC POLICIES #7710 & #7720

Date:		Department:			Org/Fund			
*Codes for Reasons for Deletion								
A = Destroyed F = Taken by former employee for grant-related work								
B = Discarded	G = Theft (Provide Police Report if available)							
	= Discarded H = Unlocated after exhaustive search = Disposed of by off-site employee							
D = Returned to agency								
.I = Cannihalized								
E = Request Permission for Permanent Disposal K = Other (Must explain)								
*Deletion	Asset #	Description	D !!		Net Book	0 . "		0 . "
Code	if applicable	Description	Pallet #	In WASP	Value	Custodian	Capital	Grant #
PRINT NAME & TITLE of authorized signature: Signature:								
Business Office Use Only								
Approved:			Dissaproved:					
	Grant #	Grant Name	Disapproved	Notification 5	Sent to Agency	Notific	cation Rec From	Agency
Notes:				•				
		Diamond Continuent	. Business Of	fice Amora	wal			
Disposal Contingent on Business Office Approval								