PROP
MSC 3001
nmsuproperty@nmsu.edu
Phone 646-3139

To Initiate or Renew a Loan of NMSU Property-BPM Section 4A.35. Please attach a list if more than 3 items.

SECTION 1: REQUESTO	R INFORMATION					
Student Name:			Aggie ID:	Aggie ID:		
E-mail Address:	M	lailing Address:				
Physical Address:		City:	State:	_ Zip Code:		
Work Phone Number: Home Pho		ımber:	Date (mm/dd/yyy	['] yyyy):		
SECTION 2: REQUEST D	ETAILS					
☐ To Initiate a Loan of NMSU Condition of Equipment:	Property ☐ To Renev	w a Loan of NMSU Pr	operty			
NMSU Tag Number	Equipment Description	on			Price	
1.						
2. 3.						
Loan Dates: Start Date:	End Date:					
SECTION 3: REQUESTO I certify that the equipment will established University policies protection to prevent unauthor. University within 3 days of any responsible for the timely reporesponsibility for returning the stolen or damaged through my equipment as reasonably detethat cost.	be used for educational. I will secure the equipmized access or damage written request and no rting of lost, stolen, or dequipment in good concertances or intention	ment to prevent theft to University systems later than the end da lamaged equipment (dition, normal wear ex- tional actions, I am res	and will utilize passwo s and data. I will return te specified above. I within three business (cepted. I acknowled sponsible for paying fo	rd security the equipn acknowled; days of the ge that if the r the cost o	and virus nent to the ge that I am incident). I accept e equipment is lost, f replacing the	
SECTION 4: OFFICIAL A Printed Name:				Date: _		
RETURN OF EQUIPMEN Condition of Equipment: Property Custodian Printed Name:	pt Head/Student Services	Signature:		Date: _		
IT staff issuing device:		Signature:		Date:		