



Sponsor Owned Disposition

Please complete this form before any items are returned to the sponsor or awarding agency. Only one sponsor may be indicated per form. A digital picture must be taken of each asset prior to being returned to the sponsor. The pictures should be kept on file with the department and a copy sent to the Property Office.

Sponsor Information:

Name _____

Address _____ Contact Name _____

_____ Contact Phone _____

_____ Contact E-mail _____

New Mexico Tech Information:

PI's Name _____ Department _____

Contract # _____ Banner Fund _____

PCN	Description	Serial Number	Model	Unit Cost

Describe the condition of the asset prior to returning it to the sponsor. _____

How will the item be returned to the sponsor? _____

Who is responsible for the return? _____

PI's Signature _____ Date _____

Property Office: Removed from inventory (Initial & Date) _____



Sponsor Owned Disposition, attachment

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PI's Name _____ Department _____

Contract # _____ Banner Fund _____

PCN	Description	Serial Number	Model	Unit Cost

PI's Signature

Date

Property Office: Removed from inventory (Initial & Date) _____