



Rev: 071026

PROPERTY CHECKOUT/RETURN FORM

- This form is used for checking out/returning NMC property in the continental US.
- Use the [International Travel Form](#) for equipment taken outside the continental US.
- Use the [Equipment Damage/Loss Form](#) to report damaged or lost equipment.

Name (Last, First, MI):		Phone #:	
Email:		Job Location:	

1. CHECKOUT INFORMATION (Complete upon checkout)

Item Description:			
Serial #:		Condition:	NMC Property #:
Purpose:			
Accessories:	Power Adapter ☐ Power cord ☐ Other (specify here):		
Off-site Address (if applicable):			
Expected Date of Return:			

By signing this, I acknowledge that I have read, understood and will comply with NMC' Cell Phone Policy, Export Control Policy, IT Policy, and other NMC policies as applicable. I understand that I shall be responsible for the safekeeping, serviceable condition, proper care, use, and obtaining a replacement of the property assigned to me. I understand that the use of this property should be limited to the purposes stated in this form. I will promptly report to my supervisor any loss, damage to, or unserviceable condition of NMC property assigned for my use. I understand that NMC may request a reimbursement for property loss or damage.

Employee Signature:		Date:
Property Admin:		Date:

2. RETURN INFORMATION (For office use only)

Received by:	Condition:		
Accessories:	Power Adapter ☐ Power cord ☐ Other (specify here):		
Notes (missing accessories, damage):			
Final Data Storage Location (this info is provided by IT and applies to computers used in sponsored research):			Date:
Copy of this form received by RA:	RA Name:	RA Signature:	Date:
Property Admin:	Name:	Signature:	Date:

Suite 301, 4200 W Jemez Rd, Los Alamos, NM 87544 505-412-4200, fax 505-212-0049,

info@newmexicoconsortium.org