



Repair & Calibration Receipt

Note: Repair & Calibrations Receipts shall be filed with the Property Office within 5 business days of the asset being sent for repair / maintenance and upon return from the service center. **In the event the asset is replaced under warranty the PCN tag must be returned to NMIMT. Note: Property can NOT be abandoned at the repair center – it must be returned to NMIMT for ultimate disposition.**

Employee Information:

Name _____ Department _____ Banner ID (Required) 900
 Title _____ Extension _____ E-Mail Address _____
 Office Location: City _____ Building _____ Room # _____

Asset Information:

PCN _____ Description: _____ Serial # _____ Model # _____
 Original Cost: _____ Required action Repair Calibration Date sent for repair: _____ Estimated cost: _____
 Name of repair center: _____ Address: _____
 City: _____ State: _____ Zip code: _____ Is the asset under warranty? Yes No
 How long has the asset been broken? _____ How frequently is calibration required? Annual Quarterly Monthly Other
 If under warranty, was the asset replaced with a new item? Yes No **If yes, the vendor needs to remove & return the PCN tag**

Complete the following section only after the asset has been repaired and returned to NMIMT: Forward this information to the Property Office.

Returned to: Building _____ Room _____ Receiver's Name: _____
 Receiver's Signature _____ Banner ID: 900 _____ Date _____

Was the asset returned in working order? Yes No **If no, why not?** _____

Read and Sign Acknowledgement of Property Rights and Responsibilities:

I acknowledge responsibility for the company-owned property listed above. I promise to report any loss or damage immediately. I understand that this property receipt is to be filed within 5 business days of the item being sent off for maintenance.

Employee's Signature _____ Date _____
 Dept. Supervisor or Head's Signature _____ Date _____
 Property Office Rep.'s Signature _____ Date _____

NOT VALID UNLESS SIGNED BY PROPERTY OFFICE REPRESENTATIVE