

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) 9001
 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 one? 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: 9001 Date _____ & _____