

# Equipment Sale Check List

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

1. Tag Number(s) \_\_\_\_\_  
\_\_\_\_\_

2. Description \_\_\_\_\_  
\_\_\_\_\_

3. Purchase Acct. No.(s) \_\_\_\_\_

4. University Title Yes \_\_\_\_\_ No \_\_\_\_\_

5. Federal Funds Yes \_\_\_\_\_ No \_\_\_\_\_

6. If Federal funds, award no. \_\_\_\_\_

7. If Federal funds, check award clause for equipment Yes \_\_\_\_\_ No \_\_\_\_\_

8. NMSU authorized to sell based upon award clause Yes \_\_\_\_\_ No \_\_\_\_\_

9. Offered for sale to other NMSU department Yes \_\_\_\_\_ No \_\_\_\_\_

10. Offered for sale to local area public schools Yes \_\_\_\_\_ No \_\_\_\_\_

11. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_