



MEMORANDUM

DATE: February 17, 2012

TO: HSD Disposal Committee

THROUGH: Gerald Chavez, Bureau Chief
General Services Bureau, ASD

FROM: Project Manager
Your Division

RE: Disposition of Human Services Department
Obsolete, Worn-Out and Unusable Personal Property
Items on FA Inventory

(Your office) is requesting the HSD Disposal Committee's approval to proceed with the disposal of broken/ worn out office furniture. These items are no longer functional for HSD programs operation.

Please see attached C-062 form(s) dated (Date and # of pages) pages.

APPROVED

Gerald Chavez
Bureau Chief, ASD/HSD

Danny Sandoval, Acting Director/ Deputy Director
Administrative Services Division, ASD/HSD

Shilo Stewart, Bureau Chief
Information Systems Division