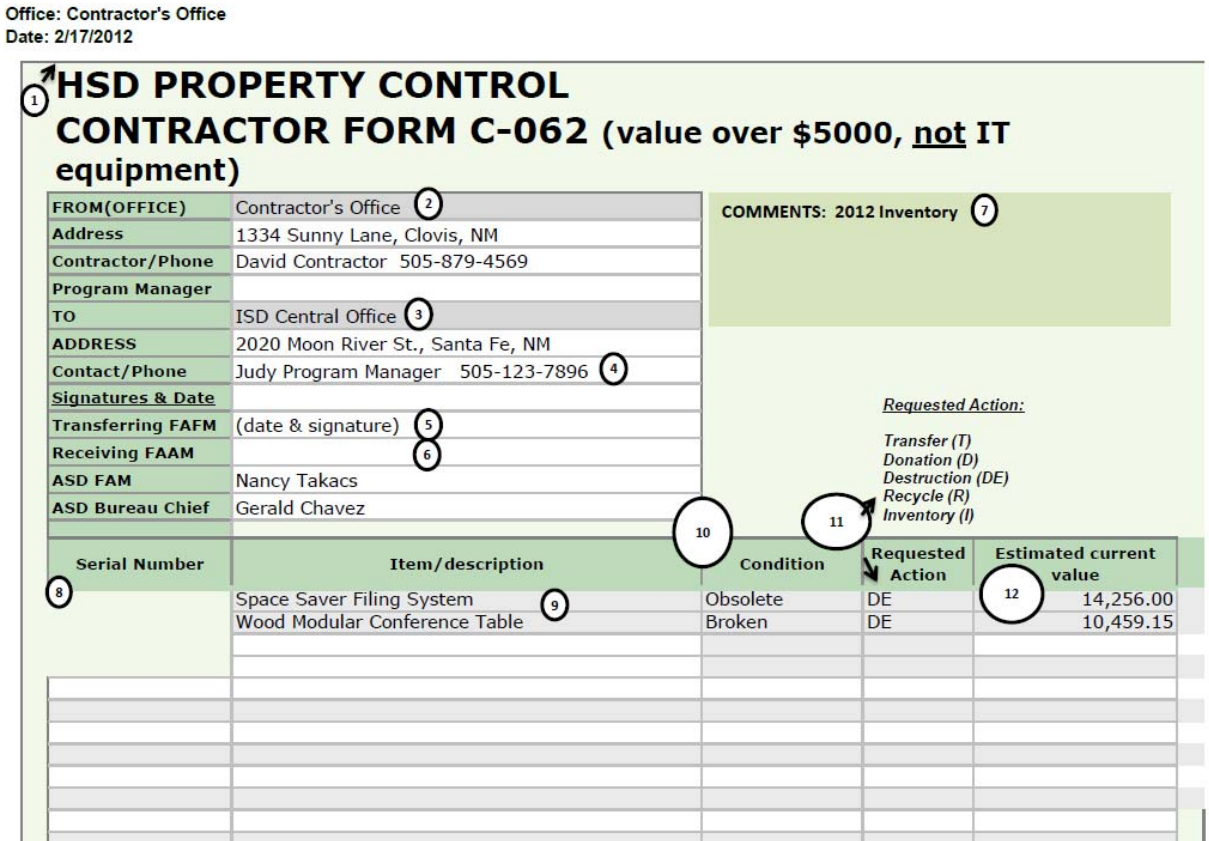
## Instructions for Contractors Completing:

## ASD Form C-062 and C-062 IT

*To be used for disposal, transfer, donation, recycle and/or auction of fixed assets (purchase value over $5,000.00)*

1. Enter Contractor office name and date.
2. Enter Contractor office name, complete address, Contractor contact name, and phone number of where items are currently located.
3. Enter office name, complete address, contact name, and phone number of where items are going.
4. Enter Program Manager's name and phone number.
5. Signature of person transferring listed items(fixed asset field manager).
6. Signature of person receiving listed items.
7. Enter any comments pertinent to the transaction.
8. Enter serial number if item has a serial number.
9. Enter complete item description.
10. Enter item condition, i.e. broken, obsolete, good, usable, etc.
11. Enter requested action (Inventory, Transfer, Donation, Destruction, Auction, or Recycling).
12. Enter estimated value.



Office: Contractor's Office
Date: 2/17/2012

**HSD PROPERTY CONTROL**
**CONTRACTOR FORM C-062 (value over $5000, not IT equipment)**

| | |
|---|---|
| FROM(OFFICE) | Contractor's Office (2) |
| Address | 1334 Sunny Lane, Clovis, NM |
| Contractor/Phone | David Contractor 505-879-4569 |
| Program Manager | |
| TO | ISD Central Office (3) |
| ADDRESS | 2020 Moon River St., Santa Fe, NM |
| Contact/Phone | Judy Program Manager 505-123-7896 (4) |
| Signatures & Date | |
| Transferring FAFM | (date & signature) (5) |
| Receiving FAAM | (6) |
| ASD FAM | Nancy Takacs |
| ASD Bureau Chief | Gerald Chavez |

COMMENTS: 2012 Inventory (7)

*Requested Action:*

*Transfer (T)*
*Donation (D)*
*Destruction (DE)*
*Recycle (R)*
*Inventory (I)*

| Serial Number (8) | Item/description (9) | Condition (10) | Requested Action (11) | Estimated current value (12) |
|---|---|---|---|---|
| | Space Saver Filing System | Obsolete | DE | 14,256.00 |
| | Wood Modular Conference Table | Broken | DE | 10,459.15 |