

Disposition of HSD Fixed Asset (purchase value of \$5,000.00 and above)

These items may be A -Tagged and do have a purchase value of \$5,000.00 or more. The State Auditor must be notified of all fixed asset disposals. There is a 30 day waiting period, after notification, before items can be disposed of.

Requirements

1. Contractor complete ASD C-062 form. (See sample form.)
2. Program Manager complete disposal request memo. (See sample disposal memo.)
3. Any item you are disposing of that has memory (PCs, fax machines, servers, copiers, etc.) must be sanitized before they are disposed of (contact Asset Coordinator for current method of sanitization). A sanitization form must be completed and two copies made (one copy to be taped to the sanitized item and one submitted with the disposal memo and 062 form).
4. Program Manager submits disposal memo, form 062 and sanitization form if needed to Nancy Takacs, HSD Asset Coordinator. Nancy will review and route for approval through the HSD Disposal Committee.
5. Upon approval from the Disposal Committee and satisfaction of the 30 day waiting period as required by the Office of the State Auditor, Nancy will notify the Program Manager of disposal approval and e-mail copies for their files.
6. Program Manager notifies the Contractor to proceed with the approved method of disposal.
7. **Remove any metal inventory tags** before disposing and mail to Asset Coordinator.

Nancy Takacs: 505-476-8371
Human Services Department
P.O. Box 2348
Santa Fe, NM 87504-2348
Nancy.Takacs@state.nm.us
Fax: 505-827-3598