

Disposition of HSD Information Technology (IT) Equipment

Non Fixed Asset (purchase value of under \$5,000.00)

IT equipment (computer, printers, copiers, etc.) is disposed of differently than general office equipment. Therefore, a separate disposal memo and form 063 must be submitted.

Requirements

1. Contractor completes an ASD C-063 IT form (See sample) and submits it to the Program Manager.
2. Program Manager completes disposal request memo (see sample disposal memo).
3. Any item being disposed 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 063 form).
4. Program Manager submits disposal memo, form 063 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, Nancy will notify the Program Manager of disposal approval and e-mail copies for their files.
6. Program Manager contacts the Contractor notifying them of the approval. The Contractor may then 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

