

Disposition of Assets Other Than Fixed Assets or IT Equipment

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

These disposals include such items as, furniture, calculators, and bulletin/white boards, etc.

Requirements

- 1 Contractor completes an ASD C-063 form (See sample) and submits it to the Program Manager.
2. Program Manager completes disposal request memo. (See sample.)
3. Program Manager submits disposal memo and form C-063 to Nancy Takacs, HSD Asset Coordinator. Nancy will review and route for approval through the HSD Disposal Committee.
4. Upon approval from the Disposal Committee, Nancy will notify the Program Manager of disposal approval and e-mail copies for their files.
5. Program Manager contacts the Contractor notifying them of the approval. The Contractor may then proceed with the approved method of disposal.
6. Remove any metal inventory tags before disposing and mail to Asset Coordinator.
7. **Be sure to empty all desk drawers and file cabinets.**

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