



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 Not on FA Inventory

(Your office) is requesting the HSD Disposal Committee's approval to proceed with the disposal/recycle of obsolete IT equipment. These items are no longer functional and no longer used. Hard drives will be sanitized and certificates are on file. These items will be recycled through Goodwill Industries of New Mexico.

Please see attached C-063 IT 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