



## MEMORANDUM

**DATE:** February 17, 2012

**TO:** HSD Disposal Committee

**THROUGH:** Gerald Chavez, Bureau Chief  
General Services Bureau, ASD

**FROM:** Judy Project Manager  
(Your Division)

**RE:** Removal of Human Services Department  
Personal Property not on FA Inventory

(Your Office) is planning to dispose/recycle of the following items that are no longer usable or functional for HSD programs operations. I am requesting the HSD Disposal Committee's approval to proceed with the disposal/recycling.

Please see attached C-063 form(s) dated (Date and # of pages) pages.

APPROVED

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Gerald Chavez, Bureau Chief  
General Services Bureau, ASD

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Danny Sandoval, Acting Director/ Deputy Director  
Administrative Services Division, ASD/HSD

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Shilo Stewart, Bureau Chief  
Information Systems Division