



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Marilyn Martinez, ISD Director

General Information Memorandum

ISD-GI 15-48

DATE: September 1, 2015
TO: ISD Employees
FROM: *MM* Marilyn Martinez, Income Support Division Director
SUBJECT: Disposal of Property

The Human Services Department (HSD) is required by law to record the disposal of obsolete, worn-out or unusable HSD property. Each division and/or local office is responsible for submitting the appropriate memo and forms to the HSD Fixed Assets Coordinator. State property cannot be disposed of without written approval of the HSD Disposal Committee.

Nancy Takacs, HSD Fixed Assets Coordinator
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Whenever an asset or fixed asset is transferred from one location to another (office to office) a 062 or 063 form must be completed to reflect and record the transfer. Note: If an asset is being given to an entity outside of HSD it is not a transfer, it is a disposal and disposal procedures must be followed.

Property disposal forms and detailed information can be found on The Wire at <https://nmhsd.sharepoint.com/div/asd/Pages/Asset-Management.aspx>.