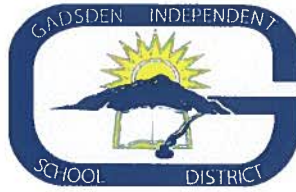


**Efren Yturralde**  
Superintendent



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To: Margarita Terrazas, Purchasing Agent

From: Calixto Arzaga, Director for Technology *C.A.*

Date: March 3, 2015

Re: Disposal of Computers

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As per the request of your office and the requirements of the state of New Mexico Auditor's office, this department continues to clean and format all computer and imaging systems which are either transferred from one location to another or removed from service all together.

This has been standard operating procedure for this department for several years. Should you have any further questions, please contact me.

Thank you