

Susan Yturralde
Interim Superintendent

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TO: Interim Superintendent, Susan Yturralde
GISD Board of Education President, Jennifer Viramontes
GISD Board of Education Members

FROM: Margarita Terrazas, CPO

SUBJECT: Disposition of Obsolete, Worn-Out or Unusable Tangible Personal Property

The District wishes to dispose of obsolete and damaged fixed assets per the attached listings. These are items which have been turned in by schools/departments that are either unusable or obsolete, and/or which the Technology Department has determined are obsolete.

Their disposal is in accordance with the statutes governing the sale and/or disposal of obsolete, worn-out or unusable tangible personal property. Under statute, to be disposed of in this manner, each piece of equipment must have a current resale value of \$5,000 or less and be worn-out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use.

We must notify the State Auditor's Office at least thirty days before the proposed disposition. The notification includes the attached GISD Board of Education Resolution, a Certification of Hard-drive Erasure from the Technology Department, and the list of equipment. If, at the end of thirty days, we have not heard from the State Auditor's Office, we can remove the assets from the fixed asset inventory and proceed with the physical disposition.

Typically, a Call for Bid is advertised in the Las Cruces Sun News, transmitted electronically across the country, and sent to interested GISD employees. If, after the bid, or If no bids are received, items may be disposed of by donation to a 501c(3) organization, or by disposal by the PPD Warehouse staff into a District trash receptacle.

If you need further assistance, please contact me at (575) 882-6252.

Thank you for your consideration.