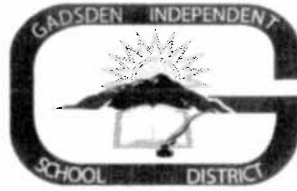


**Efren Yturralde**  
Superintendent



4950 McNutt Road  
Sunland Park, New Mexico

P.O. Drawer 70  
Anthony, N.M. 88021  
Phone: (575) 882-6200

To: Margarita Terrazas, Purchasing Agent

From: Calixto Arzaga, Director for Technology *Calixto Arzaga*

Date: April 20, 2016

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