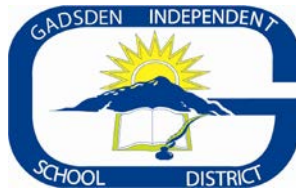


**Travis L. Dempsey**  
Superintendent

**Ludym Martinez**  
Associate Superintendent  
for Finance



4950 McNutt Road  
Sunland Park, New Mexico

P.O. Drawer 70  
Anthony, N.M. 88021  
Phone: (575) 882-6243  
FAX: (575) 882-6265

TO: Travis L. Dempsey, Superintendent  
GISD Board President Jennifer Viramontes  
GISD Board Members

FROM: Georgina Galvan, Assistant Purchasing Agent/CPO

DATE: September 17, 2020

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.

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

Thank you for your consideration.