



**VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 2022- 18**

DISPOSITION OF CAPITAL ASSETS

WHEREAS, the Valencia County Board of Commissioners met in a regular meeting, at the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031 on Wednesday, March 2, 2022 at 5:00 p.m.; and,

WHEREAS, pursuant to NMSA 1978 Section 4-38-1 (1884) the powers of a county as a body politic and corporate shall be exercised by a board of county commissioners; and,

WHEREAS, NMSA 1978, Section 4-38-13 (1953) provides that board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

WHEREAS, NMSA 1978 Section 13-6-1 (2013) declares that a County may dispose of tangible personal property by public auction so long as the property is of a current resale value of five thousand dollars (\$5,000) or less and is worn-out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use by the County; and,

WHEREAS, NMSA 1978 Section 13-6-2 declares that a County may dispose of tangible personal property of a current resale value of five thousand dollars (\$5,000) or more by public auction if the sale or disposition has been approved by the Local Government Division of the Department of Finance and Administration for local public bodies; and,

WHEREAS, NMSA 1978 Section 13-6-2 declares that prior approval by the Local Government Division of the Department of Finance and Administration is not required if the tangible personal property is to be used as a trade-in or exchange pursuant to the provisions of the Procurement Code [13-1-28 to 13-1-199 NMSA 1978]; and,

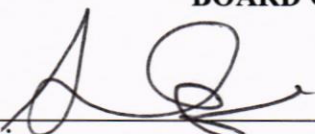
WHEREAS, a designated committee of at least three Valencia County Officials has declared that all of the tangible personal property that is the subject of this resolution meets the criteria set forth in NMSA 1978, Section 13-6-1 (A) (2013) and Section 13-6-2 and each member has duly sworn and subscribed under oath of its finding.


NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Valencia County that:

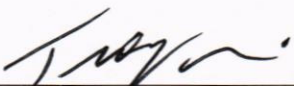
1. It finds that the property described or represented by attached Exhibit I hereto and incorporated with this Resolution by reference consists of property owned by the County of Valencia with varying resale values (none greater than \$13,000) that are worn-out, unusable or obsolete to the extent that the items are no longer economical or safe for continued use by the County;
2. A copy of this Resolution and Exhibit I shall be sent to the State Auditor and the Local Government Division of the Department of Finance and Administration at least 30 days before the disposal of the property pursuant to NMSA 1978, Section 13-6-1 (B) (2) (2013) and Section 13-6-2;
3. A copy of this Resolution, Exhibit I, and the findings of the committee shall be made a permanent part of the official minutes of the County and maintained as a public record subject to the Inspection of Public Records Act;
4. The property described or represented in Exhibit I shall be disposed of either by public auction, traded-in for credit for the purchase of new vehicle(s), released to New Mexico Counties insurance claims, re-purposed for parts, thrown away or recycled, if not purchased via public auction;

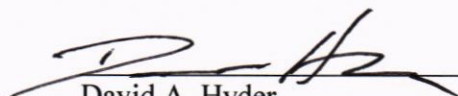
APPROVED, ADOPTED, AND PASSED on this 2nd day of March, 2022.


BOARD OF COUNTY COMMISSIONERS


Gerard Saiz
Chair, District I

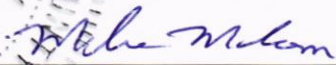

Jhonathan Aragon
Vice-Chair, District V


Troy Richardson
Commissioner, District II


David A. Hyder
Commissioner, District III


Joseph Bizzell
Commissioner, District IV



ATTEST:

Mike Milani, County Clerk

RESOLUTION 2022- 18

EXHIBIT I - FY 2021-22 CAPITAL ASSETS DISPOSAL LISTING

Asset #	Department	Plate	Year	Make	Model	VIN #	Mileage	Method of Disposal	Current Market Value (Under \$5,000)
58053	Fire	G43550	1999	Ford	F350	1FDWF36F7XED50823	159569	Public Auction	\$3,746
58268	Fire	G92440	2004	Chevrolet	Impala	2G1WF55K249451175	385698	Public Auction	\$660
58036	Fire	G33718	1996	Chevrolet	GM4 3500	1GBJC34J8TE216058	220390	Public Auction	\$675
58084	Fire	G51846	2002	Chevrolet	Tahoe	1GNEK13Z12J307682	248958	Public Auction	\$2,079
58141	Older Americans Program	G66559	2006	Ford	E-350	1FBNE31L66DA49713	295447	Public Auction	\$1,398
58144	Older Americans Program	G66562	2006	Ford	E-350	1FBNE31I26DA49711	154699	Public Auction	\$3,382
58196	Older Americans Program	G72249	2008	Ford	Ranger	1FTZR44U68PA47635	123078	Public Auction	\$4,907
58049	Public Works	G83532	1998	Chevrolet	1500	1GCEC14R8WZ191554	204068	Public Auction	\$1,528
58054	Public Works	G53730	1999	Ford	F-150	1FTRX18L3XKA89231	199485	Public Auction	\$1,558
58149	Sheriff	G66687	2006	Ford	Crown Victoria	2FAFP71W66X159655	252669	Public Auction	\$370
58101	Sheriff	G63769	2004	Ford	Crown Victoria	2FAHP71W64X146846	135495	Public Auction	\$1,225
	Sheriff	G57772	2004	Chevrolet	Impala	2G1WF52K449278540	42950	Public Auction	\$2,865
58082	Sheriff	03473G	2001	Ford	Crown Victoria	2FAFP71W31X144636	106925	Public Auction	\$1,517
58093	Sheriff	G56833	2004	Ford	Crown Victoria	2FAFP71W74X119548	211495	Public Auction	\$356
58300	Sheriff	G93313	2010	Ford	Crown Victoria	2FABP7BVXAX112884	109536	Public Auction	\$4,217
58271	Sheriff	G91346	2007	Ford	Crown Victoria	2FAFP71W17X126998	100712	Public Auction	\$2,643
58171	Sheriff	G67662	2007	Ford	Crown Victoria	2FAFP71W87X118235	149557	Public Auction	\$1,441
58167	Sheriff	G67657	2007	Ford	Crown Victoria	2FAFP71W37X118241	274295	Public Auction	\$466
58281	Sheriff	G91346	2009	Ford	Crown Victoria	2FAHP71V99X115783	288651	Public Auction	\$1,113

Asset #	Department	Plate	Year	Make	Model	VIN #	Mileage	Method of Disposal	Current Market Value (Over \$5,000)
58026	Fire	G54726	1995	Ford	Bronco	1FMEU15H3SLB73653	138298	Public Auction	\$5,591
58007	Fire	G18070	1987	GMC	H95 Brigadier Tanker	1GDP9C1Z8HV532240	302235	Public Auction	\$5,900
58006	Fire	G18069	1987	GMC	H95 Brigadier Tanker	1GDP9C1Z3HV531531	285108	Public Auction	\$5,900
58142	Older Americans Program	G66560	2006	Ford	E-350	1FBSS31LX6DA43652	108419	Public Auction	\$6,056
58197	Older Americans Program	G72250	2008	Ford	Ranger	1FTZR44U48PA47634	103221	Public Auction	\$5,869
58139	Older Americans Program	G66209	2006	Ford	E-150	1FMRE11W76DA46861	104982	Public Auction	\$5,037
58136	Older Americans Program	G66206	2006	Ford	E-150	1FMRE11W56DA46860	81160	Public Auction	\$6,378
58266	Public Works	G89214	2004	Ford	F-450	1FDXW47P54EB23319	39758	Public Auction	\$19,725
58209	Public Works	G75482	2008	Freightliner	Columbia CL120	1FUJA6CK78DZ44697	495575	Public Auction	\$13,000
Asset #	Department	Plate	Year	Make	Model	VIN #	Mileage	Method of Disposal	Trade-in Credit Estimate from Dealer
58470	Sheriff	04463G	2013	Ford	Taurus	1FAHP2MT7DG109668	162271	Trade-in	\$1,000
58119	Sheriff	G74504	2005	Ford	F-250	1FTSX21Y75ED29437	104799	Trade-in	\$4,000
58253	Sheriff	G88496	2013	Ford	Expedition	1FMJU1G54DEF33764	103289	Trade-in	\$7,000
58252	Sheriff	G88495	2013	Ford	Expedition	1FMJU1G52DEF33763	144413	Trade-in	\$4,000
58250	Sheriff	G88493	2013	Ford	Expedition	1FMJU1G59DEF33761	158906	Trade-in	\$4,000
Asset #	Department	Plate	Year	Make	Model	VIN #	Mileage	Method of Disposal	Actual Cash Value (Before Deductible)
58244	Sheriff	G87824	2012	Chevrolet	Tahoe	1GNLC2E06CR324036	71349	Insurance total loss claim	\$10,024
58430	Public Works	G98259	2001	Dodge	Ram	1B7HC162815212799	154150	Insurance total loss claim	\$7,633

Valencia County Capital Asset Disposal FY 2021-22

On February 22, 2022, the Asset Committee met and determined that the capital assets presented in exhibit I are worn-out, unusable or obsolete to the extent that the assets are no longer economical or safe for continued use by the County. All of the assets presented are being retained beyond useful life and are no longer in commission. The current market values, trade-in credits, insurance values and method of disposal for each are presented in exhibit I. Therefore, it is under factual evidence and observation that the assets listed in exhibit I be approved for disposal under NMAC guidelines upon approval by the Board of County Commissioners, Local Government Division of the Department of Finance and Administration, and the Office of the State Auditor.

Sincerely,

Sylvia S. Serna
Valencia County Accountant



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped.
(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.
(Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
Fire	Matthew Propp		

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Vehicle disposals

Transferring Asset from(Dept)

to (Dept)

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	VIN 1GBJC34J8TE216058	1996 Chevrolet 3500	Road Dept	**No key(s), mileage 220390		PS	N/A
	VIN 1GDP9C128HV532240	1987 GMC Brigadier Tanker 4-1	Road Dept	**No key(s), mileage 302235		PS	N/A
	VIN 1GDP9C123HV531531	1987 GMC Brigadier Tanker 4-2	Road Dept	Mileage 285108		PS	N/A
V-131 key tag	VIN 1GNEK13Z12J307682	2002 Chevrolet Tahoe	Public Works	Mileage 248958		PS	N/A
V-110 key tag	VIN 1FMEU15H3SLB73653	1995 Ford Bronco	Public Works	Mileage 138298		PS	N/A
V-125 key tag	VIN 1FDWF36F7XED50823	1999 Ford F-350	Public Works	Mileage 159569		PS	N/A
V-135 key tag	VIN 2G1WF55K249451175	2004 Chevrolet Impala	Public Works	Mileage 385698		PS	N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Jeff Noah	Under Sheriff	[Signature]	2-22-22
Name of Member #2	Position	Signature	Date
Nancy To Gonzalez	Community Dev't Director	[Signature]	2/22/2022
Name of Member #3	Position	Signature	Date
Sylvia S Serna	Accountant	[Signature]	2/22/2022

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
Sylvia S Serna	Accountant	[Signature]	2/22/2022

Requires OSA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Unknown Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

Original completed form to Asset Coordinator, Finance Department

Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

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(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.
(Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
Older Americans Program	Nancy Gonzales		

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Vehicle disposals

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	VIN 1FBNE31L66DA49713	2006 Ford E-350	Road Department	Mileage 295447		<i>[Signature]</i>	N/A
	VIN 1FBSS31LX6DA43652	2006 Ford E-350	Belen Senior Center	Mileage 108419		<i>[Signature]</i>	N/A
	VIN 1FTZR44U68PA47635	2008 Ford Ranger	Belen Senior Center	Mileage 123078		<i>[Signature]</i>	N/A
	VIN 1FTZR44U48PA47634	2008 Ford Ranger	Belen Senior Center	Mileage 103221		<i>[Signature]</i>	N/A
	VIN 1FMRE11W76DA46861	2006 Ford E-150	Los Lunas Senior Center	Mileage 104982		<i>[Signature]</i>	N/A
	VIN 1FMRE11W5 6DA46860	2006 Ford E-150	Belen Senior Center	Mileage 81160		<i>[Signature]</i>	N/A
	VIN 1FBNE31L26DA49711	2006 Ford E-350	Road Department	Mileage 154699		<i>[Signature]</i>	N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
<i>Jeff Noah</i>	<i>under sheriff</i>	<i>[Signature]</i>	<i>2-22-22</i>
Name of Member #2	Position	Signature	Date
<i>Nancy Jo Gonzales</i>	<i>Community Dev't Director</i>	<i>[Signature]</i>	<i>2/22/2022</i>
Name of Member #3	Position	Signature	Date
<i>Sylvia S Serna</i>	<i>Accountant</i>	<i>[Signature]</i>	<i>2/22/2022</i>

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
<i>Sylvia S Serna</i>	<i>Accountant</i>	<i>[Signature]</i>	<i>2/22/2022</i>

Requires OSA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Unknown Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

Original completed form to Asset Coordinator, Finance Department

Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped.
(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.
(Does not require Disposal Committee consensus)

Section A - Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
Public Works	Lina Benavidez		

Section B - Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Vehicle disposals

Transferring Asset from(Dept)

to (Dept)

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	VIN 1FDXW47P54EB23319	2004 Ford F-450	Road Department	Mileage 39,758		<i>[Signature]</i>	N/A
	VIN 1GCEC14R6WZ191554	1998 Chevrolet 1500	Road Department	Mileage 204,068		<i>[Signature]</i>	N/A
	VIN 1FTRX18L3XKA89231	1999 Ford F-150	Road Department	Mileage 199,485		<i>[Signature]</i>	N/A
	VIN 1FUJA6CK78DZ44687	2008 Freightliner CL120	Road Department	Mileage 495,575		<i>[Signature]</i>	N/A
Insurance Claim	VIN 1B7HC162815212799	2001 Dodge Ram	Road Department	Mileage 154,150		<i>[Signature]</i>	N/A
							N/A
							N/A
							N/A

Section C - Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
<i>Jeff Nogh</i>	<i>Under Sheriff</i>	<i>[Signature]</i>	<i>2-22-22</i>
Name of Member #2	Position	Signature	Date
<i>Nancy Jo Morales</i>	<i>Community Dev't Dir</i>	<i>[Signature]</i>	<i>2/22/2022</i>
Name of Member #3	Position	Signature	Date
<i>Sylvia S Serna</i>	<i>Accountant</i>	<i>[Signature]</i>	<i>2/22/2022</i>

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
<i>Sylvia S Serna</i>	<i>Accountant</i>	<i>[Signature]</i>	<i>2/22/2022</i>

Requires OSA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Unknown Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

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(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.
(Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department	Department Director	Last Name	First Name
Sheriff's Office	Denise Vigil	Noah,	Jeff

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Vehicle trade in

Transferring Asset from(Dept)

to (Dept)

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
103	1FMJU1G54DEF33764	2013 Ford Expedition	Sheriff	103,289 mileage			N/A
104	1FMJU1G52DEF33763	2013 Ford Expedition	Sheriff	144,413 mileage			N/A
106	1FMJU1G59DEF33761	2013 Ford Expedition	Sheriff	158,906 mileage			N/A
338	1FAHP2MT7DG109668	2013 Ford Taurus	Sheriff	162,271 mileage			N/A
141	1FTSX21Y75ED29437	2005 Ford F250	Sheriff	104,799 mileage			N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Jeff Noah	undersheriff		2-22-22
Name of Member #2	Position	Signature	Date
Nancy Jo Gonzales	Community Dev't Director		2/22/2022
Name of Member #3	Position	Signature	Date
Sylvia S Serna	Accountant		2/22/2022

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
Sylvia S Serna	Accountant		2/22/2022

Requires OSA approval? (Y/N) _____ Request sent: _____ Approval Received _____ Attach related documents

Requires DFA approval? (Y/N) _____ Request sent: _____ Approval Received _____ Attach related documents

Requires Commission approval? (Y/N) _____ Approval Received _____ Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

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(Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
Sheriff	Denise Vigil	Noah,	Jeff

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Vehicle disposal(s)

Transferring Asset from(Dept)

to (Dept)

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	2FAFP71W66X159655	2006 Ford Crown Victoria	Road Department	Mileage 252,669		<i>[Signature]</i>	N/A
	2FAHP71W64X146846	2004 Ford Crown Victoria	Road Department	Mileage 135,495		<i>[Signature]</i>	N/A
	2G1WF52K449278540	2004 Chevrolet Impala	Road Department	Mileage 42,950		<i>[Signature]</i>	N/A
	2FAFP71W31X144636	2001 Ford Crown Victoria	Road Department	Mileage 106,925		<i>[Signature]</i>	N/A
	2FAFP71W74X119548	2004 Ford Crown Victoria	Road Department	Mileage 211,495		<i>[Signature]</i>	N/A
	1GNLC2E06CR324036	2012 Chevrolet Tahoe	Road Department	Mileage 71,349 Insurance Claim		<i>[Signature]</i>	N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Jeff Noah	undersheriff	<i>[Signature]</i>	2-22-22
Name of Member #2	Position	Signature	Date
Nancy J. Garza	Community Dev't Director	<i>[Signature]</i>	2/22/2022
Name of Member #3	Position	Signature	Date
Sylvia S. Serna	Accountant	<i>[Signature]</i>	2/22/2022

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
Sylvia S. Serna	Accountant	<i>[Signature]</i>	2/22/2022

Requires OSA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Unknown Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Unknown Approval Received N/A Attach related documents

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Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
Sheriff	Denise Vigil	Noah,	Jeff

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Vehicle disposals

Transferring Asset from(Dept) _____

to (Dept) _____

Asset Number, If known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	2FABP7BVXAX112884	2010 Ford Crown Victoria	Road Department	Mileage 109,536			N/A
	2FAFP71W17X126998	2007 Ford Crown Victoria	Road Department	Mileage 100,712			N/A
	2FAFP71W87X118235	2007 Ford Crown Victoria	Road Department	Mileage 149,557			N/A
	2FAFP71W37X118241	2007 Ford Crown Victoria	Road Department	Mileage 274,295			N/A
	2FAHP71V99X115783	2009 Ford Crown Victoria	Road Department	Mileage 288,651			N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Jeff Noah	Under Sheriff		2-22-22
Name of Member #2	Position	Signature	Date
Nancy J. Morales	Community Dev't Rep		2/22/2022
Name of Member #3	Position	Signature	Date
Sylvia S Serna	Accountant		2/22/2022

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
Sylvia S Serna	Accountant		2/22/2022

Requires OSA approval? (Y/N) Yes ☒ Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) Yes ☒ Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes ☒ Approval Received N/A ☒ Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

Original completed form to Asset Coordinator, Finance Department

Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply