



University Services

University Services Business Operations
UNM Mailing Systems
Records Management
Inventory Control

UNM Copy Center
UnivSvc Shipping and Receiving
Surplus Property
CRLS/Chem Stores

Date: January 12, 2012

To: UNM Departments

From: Debra Fondino
Associate Director, University Services

Subject: Surplus Property Equipment Disposition

To ensure that the disposition of inventoried equipment is consistent with UNM Board of Regents Policy 7.9 "Property Management," the Disposition of Surplus Property Act, 13-6-1, NMSA 1978, and meets the criteria that the equipment is worn-out, unusable or obsolete to the extent that the items are no longer economical or safe for continued use by the University, the following documentation may be required:

A memo from the person *authorized to sign for the department* such as the Dean, Director or Department Manager justifying the disposition for any piece of equipment:

- with an **acquisition cost of \$10,000 or more**, or
- that was **purchased within the last three years**, or
- that has a **current net book value greater than \$1,000**.

Items to address in your memo: Was the equipment worn out or long ago obsolete and replaced by a new system? Why is something relatively new being disposed of? If too costly to repair, a copy of the repair estimate should be attached to the justification memo.