

ALAMOGORDO PUBLIC SCHOOLS

PO Box 650
Alamogordo, NM 88311-0650



Warehouse Services

Drue Tyler
Warehouse Services Manager & Property Control Officer
2624 N. Florida Avenue
Alamogordo, NM 88310

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MEMORANDUM

September 5, 2019

To: Jerrett Perry, Superintendent
From: Drue Tyler, Warehouse Services Manager
Subject: Resolution for Disposition of Surplus Personal Property

The Property Control Office working with the staff of all district locations has compiled a list of obsolete, worn-out or unusable personal property (equipment).

Administrators, Principals or Supervisors have indicated the property is obsolete or no longer needed at their location for instructional programs. It is our policy to give school employees the opportunity to evaluate the property for further use when the need arose. The Property Control Officer inspected this property and determined the property meets the criteria for disposition. We further recommend that in the best interest of this district and for the safety of the staff and students, the equipment listed be disposed and removed from inventory

We have determined this property has a current value under \$5,000.00 and is unusable, worn-out or obsolete.

Attached:

- 1.) An unsigned "Resolution of the Board of Education Alamogordo Public School District" authorizing the disposition of surplus personal property.
- 2.) A listing of the unusable, worn-out or obsolete property.

The attached resolution and listing follow the guidelines of HB 132, which amended Section 13-6-1, Disposition of Obsolete, Worn-Out or Unusable Personal Property in May 1998 and the new Fixed Asset accounting guidelines.

This resolution will require action and signatures of the Board of Education.

Copies: File
Property Control

ALAMOGORDO PUBLIC SCHOOL DISTRICT #1

OBSOLETE EQUIPMENT LISTING

	A	B	C	D	F
1	Tag Number	Description	S/N	Acquired Date	Cost
2	16914	MAINTENANCE LAUNDRY		6/29/1990	\$34,424.00
3	16915	PROPERTY CONTROL STORAGE WHITE BLD.		6/30/1980	\$8,526.00
4	24000034	CABINET WARDROBE STEEL STANDARD PRESS		7/1/1948	\$80.00
5	24000035	CABINET WARDROBE STEEL STANDARD PRESS		7/1/1948	\$80.00
6	24000037	CABINET WARDROBE STEEL STANDARD PRESS		7/1/1948	\$80.00
7	24000038	CABINET WARDROBE STEEL STANDARD PRESS		7/1/1948	\$80.00
8	3028868	CHAIR STACKING ALL PURPOSE 18-19" 01E1X		7/1/1948	\$24.95
9	6000338	CARD FILE 40-TRAY, ICE BLUE		7/1/1948	\$380.00
10	6000481	SHELVING STEEL		7/1/1948	\$70.47
11	6000482	SHELVING STEEL		7/1/1948	\$70.47
12	6000488	SHELVING STEEL		7/1/1948	\$70.47
13	6000489	SHELVING STEEL		7/1/1948	\$70.47
14	6000490	SHELVING STEEL		7/1/1948	\$70.47
15					
16				TOTAL	\$44,027.30