



University Services

University Services Business Operations
UNM Mailing Systems
Records Management
Inventory Control

UNM Copy Center
UnivSvc Shipping and Receiving
Surplus Property

Date: May 15, 2009
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:

1. 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 for any equipment that was **purchased within the last three years**.
2. For any equipment that has a **current book value greater than \$1000**, documentation including a memo with the authorized signature of the department that justifies disposition of the equipment. For example, if an equipment item has a book value of greater than \$1000 and the department wants to dispose of it because it is too costly to repair, a copy of the repair estimate should be attached to the justification memo.