

# Form PED-947

## Request for Approval of Property Disposition

**Submit one copy to:**  
Public Education Department  
Jerry Apodaca Education Building  
Capital Outlay Bureau  
300 Don Gaspar, Room G6  
Santa Fe, New Mexico 87501-2786

**(No Other Type of Form will be Accepted)**

The Board of Education/Governing Council of the <sup>Middle College</sup> District/Charter School at its meeting of \_\_\_\_\_ on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, moved to request approval of the Public Education Department, as required by Section 13-6-2, NMSA 1978 for the following:

1) Type of Disposition:

- Sale, Trade, Exchange, or Gift of Land and/or Building(s)
- Sale of Building Trades Class Project
- Equipment or other Personal property
- Lease of Land and or Building(s)
  - Term in excess of 5, but less than 25 years. (Requires State Board of Finance approval in addition to PED approval)
  - Term less than 5, or more than 25 years
- Sale of Activity Buses/Vehicles
- Other, please explain briefly:

2) Reasons why the School Board or Governing Council is requesting permission to dispose of this property:

*Technology listed is obsolete or otherwise nonfunctional.*

3) Proposed Method of Disposition:

- Public Auction
- Solicitation of sealed bids
- Negotiated

Recycle @

RSWA Transfr  
107 Hasler Vall  
Gallup, NM

(505) 863-575

If negotiated, please explain the district's justification as to why a public or more competitive method was not used.

Obsolete / Nonfunctioning technology.

4) Provide a complete and detailed description of the property.

If more room is necessary, additional pages may be used to clearly explain the descriptions below: See attached.

Date of original acquisition:  
(Approximate if you do not have the exact date) Unknown 2006-2020

Original Cost: Unknown

Current Resale or Market Value: N/A

Description of equipment and/or Personal Property: See attached.  
Year manufactured:

Model:

Serial Number:

Mileage:

Other Characteristics:

Federal Purchase:  Yes  No

(Refer to Section 12 of the Supplements to the Manual of Procedures  
Public School Accounting and Budgeting.)

Legal Description of Real Property: \_\_\_\_\_

C.

5) Estimated actual value of consideration to be received by the school district or charter school. This area should be completed for every request, regardless of the way payment is expected to be received. N/A

Total (pick one)

Annual Lease Payment

If this is to be an exchange/trade/gift/ please indicate to who, why, and other pertinent information so that value can be established.


\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Jeffery Hunt  
Prepared By

505-722-9945  
Phone #

Fall 2023 Technology Disposal Inventory

|  | Middle College High School              |       | Technology Disposal Inventory                          |
|---|---|-------|--|
|   | 705 Gurley Ave                          |       |  |
|   | Gallup, NM 87301                        |       | August 2023  |
|   | 505-722-9945                            |       |  |
|   |   |       |  |
|   |   |       |  |
|   |   |       |  |
|   |   |       |  |
| Item  | Model Number                            | Count | MCHS Serial Number (if present)                        |
| Acer Keyboard   |   | 2     |  |
| ACer laptop   | Aspire 1                                | 11    | 119942, 44, 46, 48, 49, 51, 54, 55, 56, 58, 59         |
| ACER Laptop   | Aspire V5                               | 11    | 122169, 122170, 73, 76, 77, 79, 122180, 81, 86, 87, 88 |
| ACER Laptop   | Travelmate                              | 1     | 124004   |
| ACER PC   | Aspire ME600                            | 5     | 124011, 124012, 124013, 124017, 124018                 |
| Brother Printer / Scanner   | MFC-L8610CDW                            | 1     | 124350   |
| Chromebook  | MP1KL6LZ                                | 1     | 124250, 124192,  |
| Dell Laptop   | Old                                     | 10    | 136028; 33; 35; 36; 124022; 33; 34; 35; 36; 37         |
| Dell Keyboard   |   | 1     |  |
| Dell Monitor  | DP/N 0G313H                             | 1     |  |
| Dell PC and Monitor   | W01B001                                 | 2     | 118203, 118204   |
| Epson Projector   | LCD projector Model H335A               | 1     | 124020   |
| Gateway Keyboard  |   | 1     |  |
| Gateway PC  | SX2865-UR11P                            | 1     | 120084   |
| HP Monitor  | HP W2077a Monitor                       | 1     |  |
| HP PC   | ProDesk 400 GI serial number MXL4191S38 | 1     | 136069   |
| HP Printer  | OfficeJet ProX476dn MFP                 | 1     |  |
| HP Printer  | Color LaserJet CP3525dn                 | 1     |  |
| HP Printer  | Color LaserJet CM2320n MFP              | 1     | CNB894H00-V  |
| HP Printer  | Deskjet 2540                            | 1     |  |
| HP Printer  | HP Envy 7640                            | 1     | TH7534X1QC   |
| HP PC   | HP ProDesk 400 G1 MT                    | 2     | 136069, MXL4231PN0                                     |
| HP Printer  | HP LaserJet 4240n                       | 1     | 124021   |
| InFocus Projector   | InFocus LP540                           | 1     |  |
| Lenovo Keyboard   | SIL19-W04                               | 1     | SIL19-W04  |

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|                                     |                                   |   |  |
|-------------------------------------|-----------------------------------|---|--|
| Lenovo Laptop                       | Thinkpad Laptop                   | 9 | 119133; 34; 136076, 80, 81; 122658; 64; 66; 82 |
| Lenovo Monitor                      | ThinkVision                       | 1 |  |
| Lenovo PC                           | ThinkCentre                       | 1 | 136062   |
| Lenovo Thinkpad                     | Thinkpad OneLin Pro Dock DU9033S1 | 1 |  |
| MAC                                 | Macbook                           | 1 | from 2009, no tags.                            |
| Samsung Monitor                     | SyncMaster S24B240                | 3 | 124347, 124352, N/A                            |
| Samsung Monitor                     | T220                              | 1 |  |
|                                     |                                   |   |  |
|                                     |                                   |   |  |
| Revised/Updated:<br>August 16, 2023 |                                   |   |  |
| Staff Responsible: Jeff<br>Hunt     |                                   |   |  |