*RE-RECORDING TO CORRECT RESOLUTION NUMBER.

SANTA FE COUNTY

RESOLUTION NO. ~~2021-56~~ *2020-56

A RESOLUTION AUTHORIZING THE DISPOSITION OF FIXED ASSETS WORTH LESS THAN $5,000 IN ACCORDANCE WITH STATE STATUTE

WHEREAS, Santa Fe County (County) desires to dispose of certain personal property identified in Exhibit A, attached; and

WHEREAS, Exhibit A details each item of personal property by department or office, tag number, description of fixed asset, serial number, reason for surplus, condition of fixed asset, location of fixed asset, and/or estimated value; and

WHEREAS, the Board of County Commissioners (BCC) hereby determines that (i) each item of personal property on Exhibit A 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 (ii) each item on Exhibit A has an estimated current resale value of five thousand dollars ($5,000) or less.

NOW, THEREFORE, BE IT RESOLVED that the BCC (i) approves of the disposal of the personal property listed on Exhibit A, pursuant to NMSA 1978, Section 13-6-1, and (ii) directs that, to the extent feasible, the personal property shall be sold at public auction and, if that it is not feasible, that it be disposed of as otherwise allowed by law.

PASSED, APPROVED, AND ADOPTED THIS 28th DAY OF JULY, 2020.

BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY

Henry P. Roybal, Chair

ATTESTATION:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:

Rosa Pacheco For
Gregory S. Shaffer, County Attorney

SFC CLERK RECORDED 08/06/2020

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 10

I Hereby Certify That This Instrument Was Filed for Record On The 29TH Day Of July, 2020 at 04:21:36 PM And Was Duly Recorded as Instrument # 1923394 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy E Estrella Martinez County Clerk, Santa Fe, NM

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
BCC RESOLUTIONS
PAGES: 10

I Hereby Certify That This Instrument Was Filed for Record On The 6TH Day Of August, 2020 at 01:01:10 PM And Was Duly Recorded as Instrument # 1924133 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy E Estrella Martinez County Clerk, Santa Fe, NM

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

EXHIBIT A

DEPARTMENT: County Manager's Office/Finance Division

PERSON COMPLETING
THE FORM: Melissa Martinez, Accountant Senior TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
FA10984-88	Credenza w/bullet table, bookcase, cabinet	None	No longer in use/replaced	Good	Finance	$ 20.00
FA10992-94	Credenza w/bullet table, bookcase	None	No longer in use/replaced	Good	Finance	$ 20.00
FA017733	Workstation, Teknion w/panels	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017734	Workstation, Teknion w/panels	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017735	Workstation, Teknion w/panels	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017736	Workstation, Teknion w/panels	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017737	Workstation, Teknion w/panels	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017738	Workstation, Teknion w/panels	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017739	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017740	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017741	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017742	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017743	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017744	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017745	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017746	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017747	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA017748	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA018537	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00

NOTE: Possible Reasons for Surplus: *Obsolete; excessive cost to repair, or working but not currently used by department.*
Condition of the Asset: *Damaged, destroyed, working (note the condition-good, fair, or poor)*

We hereby certify that the assets noted above have been examined and the information is accurate to the best of our knowledge.

Department Director: Tom Stern Date: 7/16/2020

SFC CLERK RECORDED 07/29/2020

SFC CLERK RECORDED 08/06/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Manager's Office/Finance Division

PERSON COMPLETING THE FORM: Melissa Martinez, Accountant Senior

TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
FA018538	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 100.00
FA018775	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 420.00
FA018814	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 1,080.00
No Tag	Table, w/4 chairs	None	No longer in use/replaced	Good	Finance	$ 50.00
FA018815	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 950.00
FA018816	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 950.00
FA018852	Workstation, Teknion w/panel add-on	None	No longer in use/replaced	Good	Finance	$ 1,200.00
FA019009	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Finance	$ 1,500.00
FA10995-97	Credenza w/table and bookcase	None	No longer in use/replaced	Good	Purchasing	$ 10.00
No Tag	Table w/6 chairs	None	No longer in use/replaced	Good	Purchasing	$ 20.00
FA017490	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Purchasing	$ 100.00
FA017749	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Purchasing	$ 100.00
FA017750	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Purchasing	$ 100.00
FA017751	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Purchasing	$ 100.00
FA017752	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Purchasing	$ 100.00
FA017753	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Purchasing	$ 100.00
FA017933	Workstation, Teknion w/storage, cabinet	None	No longer in use/replaced	Good	Purchasing	$ 100.00
FA018432	Workstation, Teknion w/storage, panels	None	No longer in use/replaced	Good	Purchasing	$ 150.00
No Tag	Small table w/chairs	None	No longer in use/replaced	Good	Purchasing	$ 15.00

NOTE: Possible Reasons for Surplus: *Obsolete; excessive cost to repair, or working but not currently used by department.*
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Department Director [signature]

Date: 7/16/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Manager's Office/Legal/Human Resources

PERSON COMPLETING
THE FORM: Melissa Martinez, Accountant Senior TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
No Tag	Workstation w/Chair	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	Storage Cabinet (2)	None	No longer in use/replaced	Good	Legal Office	$ 10.00
No Tag	Workstation w/credenza & black chair	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	Chair, maroon (2)	None	No longer in use/replaced	Good	Legal Office	$ 1.00
No Tag	Lateral file, 5-drawer	None	No longer in use/replaced	Good	Legal Office	$ 5.00
No Tag	Wooden table w/4 blue chairs	None	No longer in use/replaced	Good	Legal Office	$ 10.00
No Tag	Workstation w/overhead cabinet & credenza	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	File cabinet, black 4-drawer (3)	None	No longer in use/replaced	Good	Legal Office	$ 5.00
No Tag	Workstation, L-shaped w/overhead cabinet	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	File cabinet, 3-drawer (3)	None	No longer in use/replaced	Good	Legal Office	$ 5.00
FA016936	Workstation	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	Workstation, U-shaped	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	Chair, black (2)	None	No longer in use/replaced	Good	Legal Office	$ 1.00
FA016940	Workstation w/panels	None	No longer in use/replaced	Good	Legal Office	$ 20.00
FA016938	Workstation w/panels	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	Chairs (4)	None	No longer in use/replaced	Good	Legal Office	$ 1.00
IE006765	Wooden desk	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	Wooden file cabinet	None	No longer in use/replaced	Good	Legal Office	$ 15.00
No Tag	File Cabinet, 2-drawer (2)	None	No longer in use/replaced	Good	Legal Office	$ 5.00

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Department Director _____ Date: 7/16/2020

SFC CLERK RECORDED 07/29/2020
SFC CLERK RECORDED 08/06/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Manager's Office/Legal/Human Resources

PERSON COMPLETING
THE FORM: Melissa Martinez, Accountant Senior TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
No Tag	Storage cabinet, tall 2-door	None	No longer in use/replaced	Good	Legal Office	$ 5.00
No Tag	Wooden desk	None	No longer in use/replaced	Good	Legal Office	$ 20.00
No Tag	Wooden table	None	No longer in use/replaced	Good	Legal Office	$ 15.00
No Tag	Chair, black leather	None	No longer in use/replaced	Good	Legal Office	$ 5.00
IE012760	Chair, blue	None	No longer in use/replaced	Good	Legal Office	$ 1.00
IE012759	Chair, blue	None	No longer in use/replaced	Good	Legal Office	$ 1.00
FA018822	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018823	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018824	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018825	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018826	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018827	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018828	Workstation, L-shaped w/storage	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018829	Workstation, U-shaped w/storage & hutch	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018830	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018831	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00
FA018832	Workstation, Teknion Cubicle	None	No longer in use/replaced	Good	CMO	$ 1,500.00

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Department Director Tom J Stern Date: 7/16/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Manager's Office/Legal/Human Resources

PERSON COMPLETING
THE FORM: Melissa Martinez, Accountant Senior TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
FA017300	Workstation, Teknion	None	No longer in use/replaced	Good	CMO	$ 20.00
No Tag	Chair (23)	None	No longer in use/replaced	Good	CMO	$ 1.00
IE012234	Desk	None	No longer in use/replaced	Good	CMO	$ 20.00
No Tag	File cabinet, lateral 4-drawer	None	No longer in use/replaced	Good	CMO	$ 5.00
IE012032	Conference Table w/4 leather blue chairs	None	No longer in use/replaced	Good	CMO	$ 10.00
IE012772	Chiar	None	No longer in use/replaced	Good	CMO	$ 1.00
IE012771	Chiar	None	No longer in use/replaced	Good	CMO	$ 1.00
IE012780	Chiar	None	No longer in use/replaced	Good	CMO	$ 1.00
IE012782	Chiar	None	No longer in use/replaced	Good	CMO	$ 1.00
IE003291	Wooden bookshelf	None	No longer in use/replaced	Good	CMO	$ 10.00
No Tag	Storage cabinet, 2-drawer (3)	None	No longer in use/replaced	Good	CMO	$ 5.00
No Tag	Wooden bookcase	None	No longer in use/replaced	Good	CMO	$ 10.00
No Tag	Credenza file, 2-drawer (2)	None	No longer in use/replaced	Good	CMO	$ 5.00
No Tag	Wardrobe cabinet	None	No longer in use/replaced	Good	CMO	$ 5.00
No Tag	Desk, L-shaped	None	No longer in use/replaced	Good	CMO	$ 20.00
IE012740	Wooden bookcase	None	No longer in use/replaced	Good	CMO	$ 10.00
No Tag	File cabinet, Black 4-drawer	None	No longer in use/replaced	Good	CMO	$ 5.00
IE014514	Workstation desk	None	No longer in use/replaced	Good	CMO	$ 20.00
IE014515	Workstation desk	None	No longer in use/replaced	Good	CMO	$ 20.00

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Department Director _____ Date: 7/16/2020

SFC CLERK RECORDED 07/29/2020

SFC CLERK RECORDED 08/06/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Manager's Office/Legal/Human Resources

PERSON COMPLETING THE FORM: Melissa Martinez, Accountant Senior TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
IE014516	Workstation desk	None	No longer in use/replaced	Good	CMO	$ 20.00
IE014517	Workstation desk	None	No longer in use/replaced	Good	CMO	$ 20.00
No Tag	Media Station	None	No longer in use/replaced	Good	CMO	$ 10.00
No Tag	Workstation w/2 chairs	None	No longer in use/replaced	Good	CMO	$ 20.00
No Tag	Loveseat	None	No longer in use/replaced	Good	CMO	$ 15.00
FA016890	Projector, InFocus LP600 XGA 2000	ISAMRV54501676	No longer in use/replaced	Good	Human Resources	$ 20.00
FA018597	Projector Screen, InFocus-Motorized	None	No longer in use/replaced	Good	Human Resources	$ 20.00
FA018598	Projector Screen, InFocus-Motorized	None	No longer in use/replaced	Good	Human Resources	$ 20.00
FA012319	Desk, Cherry	None	No longer in use/replaced	Good	Human Resources	$ 20.00
FA018778	Workstation, Teknion	None	No longer in use/replaced	Good	Human Resources	$ 800.00
FA018843	Workstation, Teknion	None	No longer in use/replaced	Good	Human Resources	$ 900.00
FA018844	Workstation, Teknion	None	No longer in use/replaced	Good	Human Resources	$ 800.00
FA019010	Workstation, Teknion	None	No longer in use/replaced	Good	Human Resources	$ 1,000.00
FA019011	Workstation, Teknion	None	No longer in use/replaced	Good	Human Resources	$ 1,000.00
No Tag	Chairs (37)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Chairs, Gray (35)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	File Cabinets (6)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Storage Cabinet, Metal 2-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	File Cabinet, Lateral 6-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00

NOTE: Possible Reasons for Surplus: *Obsolete; excessive cost to repair, or working but not currently used by department.*
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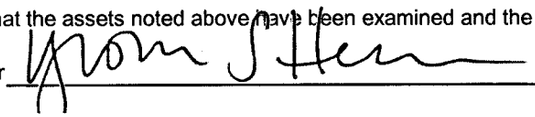
Department Director  Date: 7/16/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Managers's Office/Human Resources

PERSON COMPLETING
THE FORM: Melilssa Maritnez, Accountant Senior TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
IE013725	File Cabinet, Lateral 6-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE013724	File Cabinet, Lateral 6-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	File Cabinet, Lateral 5-drawer (7)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Wooden table w/glass top	None	No longer in use/replaced	Good	Human Resources	$ 15.00
No Tag	File cabinet, lateral 2-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Bookshelf	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Table w/5 black chairs	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Workstation w/overhead cabinet & closet	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Credenza, 2-drawer (3)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	File Cabinet, 3-drawer (4)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Workstation, U-shaped w/cabinet & credenza	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Chair, black leather (2)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Workstation, U-shaped w/cabinet & credenza	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Workstation, U-shaped w/cabinet & credenza	None	No longer in use/replaced	Good	Human Resources	$ 20.00
IE007696	Workstation, L-shaped w/cabinet	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Folding Table	None	No longer in use/replaced	Good	Human Resources	$ 10.00
FA016809	Jamex Card Reader	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE015752	Table	None	No longer in use/replaced	Good	Human Resources	$ 10.00
No Tag	Computer Lab Table (7)	None	No longer in use/replaced	Good	Human Resources	$ 10.00

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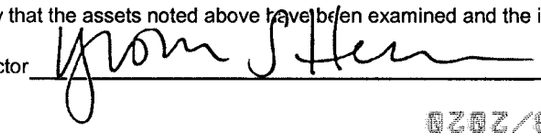
Department Director  Date: 7/16/2020

SFC CLERK RECORDED 07/29/2020
SFC CLERK RECORDED 08/06/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Manager's Office/Human Resources

PERSON COMPLETING THE FORM: Melilssa Martinez, Accountant Senior TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
No Tag	Chairs w/wheels (13)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Small Round Table w/2 chairs	None	No longer in use/replaced	Good	Human Resources	$ 10.00
IE007695	Workstation w/overhead cabinet	None	No longer in use/replaced	Good	Human Resources	$ 20.00
IE007232	File Cabinet, 3-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE007694	Workstation w/credenza & file cabinet	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Wooden file cabinet, 2-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE007693	Workstation w/credenza & file cabinet	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Conference table (2)	None	No longer in use/replaced	Good	Human Resources	$ 15.00
No Tag	Small Round Table	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Square table	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Chair, leather (5)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	File Cabinet, 3-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	File Cabinet, 2-drawer (2)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE001443	File cabinet, 4-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE007973	Workstation w/credenza & file cabinet	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	File Cabinet, metal 4-drawer (8)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Corner wooden shelf	None	No longer in use/replaced	Good	Human Resources	$ 5.00

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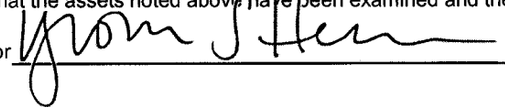
Department Director  Date: 7/16/2020

SANTA FE COUNTY
FIXED ASSETS SURPLUS FORM - FISCAL YEAR 2021
ALL OTHER ASSETS

DEPARTMENT: County Manager's Office/Human Resources

PERSON COMPLETING
THE FORM: Melissa Martinez, Human Resources TELEPHONE NO.: (505) 992-3056

TAG NUMBER	DESCRIPTION OF FIXED ASSET	SERIAL NO.	REASON FOR SURPLUS	CONDITION OF FIXED ASSET	LOCATION OF FIXED ASSET	ESTIMATED VALUE
IE007975	Workstation w/credenza	None	No longer in use/replaced	Good	Human Resources	$ 20.00
IE2542	File cabinet, 4-drawer	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Wooden bookshelf w/wooed file cabinet	None	No longer in use/replaced	Good	Human Resources	$ 10.00
IE007971	Workstation w/file cabinet, 2-drawer	None	No longer in use/replaced	Good	Human Resources	$ 20.00
No Tag	Wooden desk	None	No longer in use/replaced	Good	Human Resources	$ 10.00
IE012739	Bookshelf	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE012717	Wooden bookshelf w/wooed file cabinet	None	No longer in use/replaced	Good	Human Resources	$ 10.00
No Tag	Storage cabinet	None	No longer in use/replaced	Good	Human Resources	$ 5.00
IE012716	Wooden bookshelf	None	No longer in use/replaced	Good	Human Resources	$ 10.00
No Tag	Chairs (18)	None	No longer in use/replaced	Good	Human Resources	$ 5.00
No Tag	Wooden Table	None	No longer in use/replaced	Good	Human Resources	$ 10.00
IE012718	Wooden Bookshelf	None	No longer in use/replaced	Good	Human Resources	$ 10.00
No Tag	Workstation, U-shaped w/credenza & cabinet	None	No longer in use/replaced	Good	Human Resources	$ 20.00

NOTE: Possible Reasons for Surplus: *Obsolete; excessive cost to repair, or working but not currently used by department*
Condition of the Asset: *Damaged, destroyed, working (note the condition-good, fair, or poor)*

We hereby certify that the assets noted above have been examined and the information is accurate to the best of our knowledge.

Department Director _____ Date: 7/16/2020

SFC CLERK RECORDED 07/29/2020

SFC CLERK RECORDED 08/06/2020