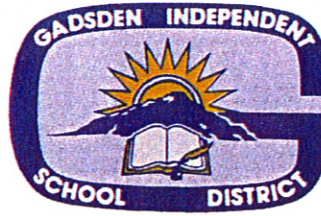


Cynthia Nava
Superintendent



4950 McNutt Road/100 Laura Court
Sunland Park, New Mexico

P.O. Drawer 70
Anthony, N.M. 88021
Phone: (505) 882-6200

To: Becky Acuna, Purchasing Agent
From: Calixto Arzaga, Director for Technology
Date: April 1, 2011
Re: Disposal of Computers

As per the request of your office and the requirements of the state of New Mexico Auditor's office, this department continues to clean and format all systems, which are either transferred from one location to another or removed from service all together.

This has been standard operating procedure for this department for several years. Should you have any further questions, please contact me.

Thank you