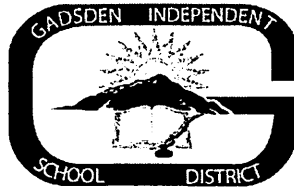


Susan Yturralde
Interim Superintendent

Ludym Martinez
Associate Superintendent
for Finance



4950 McNutt Road
Sunland Park, New Mexico

P.O. Drawer 70
Anthony, N.M. 88021
Phone: (575) 882-6243
FAX: (575) 882-6265

To: Margarita Terrazas, CPO
From: Calixto Arzaga, Director of Technology Department
Date: October 5, 2017
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 computer and imaging systems which are either transferred from one location to another or removed from service all together.

The IT Department certifies that the equipment has been erased. The copiers do not have a hard drive so do not need to be erased.

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

Thank you,

Print Name: CALIXTO ARZAGA

Signature: Calixto Arzaga

Date: 10-5-17