

University Services
Marcos Roybal
Associate Director

June 15, 2020

Business Operations
1128 University Blvd NE
505.277.2366

University Services

CRLS
Clark Hall
505.277.5109

Attention: Marcos Roybal, Associate Director, University Services

Copy Center
Dane Smith Hall
505.277.8267

CC: Norris Cain, Supervisor, General Services, Surplus Property

Mailing Systems
1128 University Blvd NE
505.277.4124

Re: Disposition of Surplus Property – UNM Asset Tag #214368

Records Management
1128 University Blvd NE
505.277.1136

Dear Mr. Roybal,

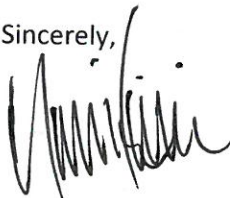
Shipping & Receiving
915 Camino de Salud
505.272.6302

I am writing to confirm a Request for Disposition that included the following UNM Asset Tag #214368. UNM Tag #214368 (Dodge Van B1500) was purchased on February 15, 1996 by UNM Mailing Systems for \$14,690. The vehicle was used for mail and parcel delivery throughout the UNM Campus and has a net book value (NBV) of \$0. The vehicle has had extremely high maintenance costs throughout the past five years and is no longer used due to improved route efficiency.

Surplus Property
1128 University Blvd NE
505.277.2923

We believe our decision to send this vehicle to UNM Surplus Property surplus will result in monthly cost savings, which include insurance expenses, fuel expenses, and the aforementioned repair and maintenance expenses. Thank you for your consideration.

Sincerely,



Norris Cain

Supervisor, General Stores

Surplus Property

505-277-2923