



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 121
Santa Fe, New Mexico 87501-2786

(No Other Type of Form will be Accepted)

The Board of Education/Governing Council of the _____ 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:

3) Proposed Method of Disposition:

- Public Auction
- Solicitation of sealed bids
- Negotiated

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

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:

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

Original Cost:

Current Resale or Market Value:

Description of equipment and/or Personal Property:

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:_____

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.

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

Prepared By

Phone #