



**VALENCIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 2026- 21**

**DISPOSITION OF CAPITAL ASSETS BY
DONATION OF VEHICLE TO GOVERNMENTAL AGENCIES**

WHEREAS, the Valencia County Board of Commissioners met in a regular meeting, at the Valencia County Administration Building, 444 Luna Avenue, Los Lunas, New Mexico 87031 on Wednesday, March 18, 2026 at 5:00 p.m.; and,

WHEREAS, Valencia County currently possesses additional County vehicles a list of which is attached hereto and incorporated by reference; and,

WHEREAS, the governmental entities have requested the vehicles to assist in carrying out their governmental duties but do not presently have the financial resources to acquire such vehicles; and,

WHEREAS, the Board of County Commissioners believes it is important and in the public interest for governmental entities to assist fellow governmental entities in performing public functions when possible; and,

WHEREAS, pursuant to NMSA 1978 Section 4-38-1 (1884) the powers of a county as a body politic and corporate shall be exercised by a board of county commissioners; and,

WHEREAS, NMSA 1978, Section 4-38-13 (1953) provides that board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

WHEREAS, NMSA 1978, Section 13-6-2 (A) (2025) states that providing a written determination has been made a local public body may sell or otherwise dispose of real or tangible personal property belonging to the local public body; and,

WHEREAS, NMSA 1978, Section 13-6-2 (D) (2025) provides that disposition of real or tangible personal property having a current resale value of thirty thousand dollars (\$30,000) or less may be made by a local public body without approval of the local government division of the department of finance and administration; and,

WHEREAS, Article IX Section 14 of the New Mexico Constitution, referred to as the anti-donation clause, provides that the state or any municipality shall not make any donation to an association or public corporation but does not prohibit transfers between governmental entities, See City of Gallup v. New Mexico State Park and Recreation Commission, 86 N.M. 745, 527 P.2d 786 (1974); and,

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Valencia County that:

1. It finds that the property described or represented by attached Exhibit I hereto and incorporated with this Resolution by reference consists of property owned by the County of Valencia with varying resale values (none greater than \$13,000) that are worn-out, unusable or obsolete to the extent that the items are no longer economical or safe for continued use by the County;
2. A copy of this Resolution and Exhibit I shall be sent to the State Auditor;
3. A copy of this Resolution, Exhibit I, and the findings of the committee shall be made a permanent part of the official minutes of the County and maintained as a public record subject to the Inspection of Public Records Act;
4. The property described or represented in Exhibit I shall be disposed of by donation to the governmental entities as show on the attached exhibit.;

APPROVED, ADOPTED, AND PASSED on this 18th day of March, 2026.

BOARD OF COUNTY COMMISSIONERS

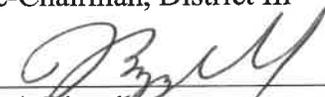


Gerard Saiz
Chairman, District I

Morris Sparkman
Vice-Chairman, District III



Troy Richardson
Commissioner, District II



Joseph Bizzell
Commissioner, District IV



Dante Berry
Commissioner, District V

Attest:



Mike Milam, County Clerk





Valencia County Fire Department

444 LUNA AVE ♦ P.O. BOX 1119 ♦ LOS LUNAS, NEW MEXICO 87031

OFFICE: (505) 866-2040 ♦ FAX: (505) 866-8749

www.valenciafd.com

VCFD VEHICLE DONATIONS-

All units were approved for transfer/donation by the State Fire Marshal

City of Roswell Fire Department
2005 HME Fire Engine
VIN- 44KFT42825WZ20531
Plate: G-64450
Fully Depreciated to \$0.00

City of Roswell
425 N. Richardson
Roswell, NM 88201 575-624-6700

Torrance County Fire Department
Ford F-450
VIN- 1FDXF47R58EB56246
Plate: 22415-G
Fully Depreciated to \$0.00

County of Torrance
PO Box 48
205 S. Ninth St
Estancia, NM 87016 505-510-9200

Socorro County Fire Department
2012 Dodge 5500
VIN- 3C7WDNFL0CG152022
Plate: G-85036
Fully Depreciated to \$0.00

Socorro County Government
PO Box D
Socorro, NM 87801 575-835-0589

Taos County Fire Department
2000 Ford F550
VIN- 1FDAW57F6YEC26080
Plate: G-68467
Fully Depreciated to \$0.00

Taos County
105 Albright St
Taos, NM 87571 575-737-6300

Village of Los Lunas
2015 Ram 2500
VIN- 3C6UR5CL5FG658855
Plate: G-94747
Fully Depreciated to \$0.00

Village of Los Lunas
660 Main St NW
Los Lunas, NM 87031 505-839-3840

Cochiti Pueblo
2008 F-550
VIN- 1FDAF57R38EE43385
Plate: G-74725
Fully Depreciated to \$0.00

Pueblo of Cochiti
255 Cochiti St
Cochiti Pueblo, NM 87072
505-584-9652

City of Santa Rosa
1998 International
VIN- 1HTSHADR9WH546647
Plate: G-34742
Fully Depreciated to \$0.00

Village of Lake Sumner
1998 International
VIN- 1HTSHADR5WH546645
Plate: G-34743
\$0.01

Guadalupe County
1998 Pierce Quantum
VIN- 4P1CT0258WA000549
Plate- G-25712
Fully Depreciated to \$0.00

City of Santa Rosa
244 South 4th
Santa Rosa, NM 88435 575-472-3404

DeBaca County Clerks Office
P.O. Box 347
Fort Sumner, NM 88119 575-355-2601

Guadalupe County
130 S 4th St
Santa Rosa, NM 88435 575-472-3306



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped
(Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County.
(Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Guadalupe County

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approved	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	4P1CT02S8WA000549	1998 PRCA QUANTUM	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator		3-11-2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	 <small>Mat Propp (Mar 12, 2026 09:31:46 MDT)</small>	12/03/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	 <small>Jhonathan Aragon (Mar 12, 2026 10:08:02 MDT)</small>	12/03/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director		3/11/26

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
Original completed form to Asset Coordinator, Finance Department
Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to City of Santa Rosa

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	1HTSHADR9WH546647	1998 INTERNATIONAL	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>M. Orona</i>	3/11/2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>M. Propp</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>J. Aragon</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>Michelle Huston Green</i>	3/11/26

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
Original completed form to Asset Coordinator, Finance Department
Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Village of Lake Sumner

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	1HTSHADR5WH546645	1998 INTERNATIONAL	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>Monique Orona</i>	3/11/2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>Matthew Propp</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>Jhonathan Aragon</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>Michelle Hueston Green</i>	3/11/26

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
Original completed form to Asset Coordinator, Finance Department
Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Cochiti Pueblo

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	1FDAF57R38EE43385	2008 FORD F-550	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>[Signature]</i>	3/11/2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>[Signature]</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>[Signature]</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>[Signature]</i>	3/11/26

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
Original completed form to Asset Coordinator, Finance Department
Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to City Of Roswell

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	44KFT42825WZ20531	HME FIRE ENGINE	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>[Signature]</i>	3/11/2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>[Signature]</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>[Signature]</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>[Signature]</i>	3/11/26

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
Original completed form to Asset Coordinator, Finance Department
Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Socorro County Fire Department

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	3C7WDNFL0CG152022	2012 DODGE 5500	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>[Signature]</i>	3/11/2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>[Signature]</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>[Signature]</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>[Signature]</i>	3/11/24

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)

Original completed form to Asset Coordinator, Finance Department

Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Taos County Fire Department

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	1FDAW57F6YEC26080	2000 FORD F-550	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>[Signature]</i>	3/11/2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>[Signature]</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>[Signature]</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>[Signature]</i>	3/11/26

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
Original completed form to Asset Coordinator, Finance Department
Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print		Department's Asset Coordinator:	
Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Torrance County Fire Department
 Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	1FDXF47R58EB56246	2008 FORD F-450 SD	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committee members:		To be signed & dated at Disposal Committee Meeting:	
Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>[Signature]</i>	3/11/2026
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>[Signature]</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>[Signature]</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>[Signature]</i>	3/11/26

Requires OSA approval? (Y/N) NO Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) NO Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
 Original completed form to Asset Coordinator, Finance Department
 Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply



ASSET DISPOSAL / TRANSFER FORM

This form is to be used when an asset has been identified as surplus, obsolete, or worn out and is to be disposed of via sale, trade-in, or scrapped. (Disposal Committee Consensus required!)

Use also when an asset is loaned or donated to another governmental organization or to another department within Valencia County. (Does not require Disposal Committee consensus)

Section A – Departmental Staff Details: Please Print

Department's Asset Coordinator:

Department	Department Director	Last Name	First Name
VC Fire Dept	Matthew Propp	Orona,	Monique

Section B – Asset Details (may attach alternative documents, as long as all information is included)

Short Description of Disposal or Transfer: Transfer/Donation to Village Of Los Lunas

Transferring Asset from(Dept) _____ to (Dept) _____

Asset Number, if known	Serial Number / Tag #	Asset Description	Asset Location	Asset had been assigned to: (may need to update HR file)	HR / IT approval	If Vehicle: Fleet Manager must sign off	Hard Drive Wiped (not just reformatted)* (Yes/No/NA)
see attached or fill in:							
	3C6UR5CL5FG658855	2015 RAM 2500	VC Fire				N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A
							N/A

Section C – Disposal Committe members:

To be signed & dated at Disposal Committee Meeting:

Name of Member #1	Position	Signature	Date
Monique Orona	Asset Disposal Coordinator	<i>[Signature]</i>	3/11/2024
Name of Member #2	Position	Signature	Date
Matthew Propp	VC Fire Chief	<i>[Signature]</i>	3/11/26
Name of Member #3	Position	Signature	Date
Jhonathan Aragon	VC County Manager	<i>[Signature]</i>	3/11/26

Section D: To be filled out by Finance Department :

Name of Person Approving	Position	Signature	Date
MICHELLE HUESTON GREEN	Finance Director	<i>[Signature]</i>	3/11/24

Requires OSA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires DFA approval? (Y/N) No Request sent: N/A Approval Received N/A Attach related documents

Requires Commission approval? (Y/N) Yes Approval Received N/A Attach related documents

Attach Disposal results (ie proof of destruction, sales proceeds, other)
Original completed form to Asset Coordinator, Finance Department
Copy to Departmental Asset Committee Member

*State Statutes specific to computer equipment apply