

**PED947**

**Request for Approval of Property Disposition**

Submit copy via email.

No other type of form will be accepted.

The Board of Education/Governing Council of the Click or tap here to enter text. (district/charter) at its meeting of Click or tap here to enter text. on a motion made by Click or tap here to enter text. and seconded by Click or tap here to enter text., 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, bus less than 25 years (requires State Board of Finance approval, in addition to PED approval)

Term of less than 5 or more than 25 years

Sale of activity bus(es)/vehicle(s)

Other, explain briefly: Click or tap here to enter text.

1. Reasons why the Board of Education/Governing Council is requesting permission to dispose of this property: Click or tap here to enter text.
2. Proposed Method of Disposition:

Public auction

Solicitation of sealed bids

Negotiated

If negotiated, explain the district/charter’s justification as to why a public or more competitive method was not used. Click or tap here to enter text.

1. 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): Click or tap here to enter text.

Original cost: Click or tap here to enter text.

Current resale or market value: Click or tap here to enter text.

Description of equipment and/or personal property: Click or tap here to enter text.

Year manufactured: Click or tap here to enter text.

Model: Click or tap here to enter text.

Serial number: Click or tap here to enter text.

Mileage: Click or tap here to enter text.

Other characteristics: Click or tap here to enter text.

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: Click or tap here to enter text.

1. Estimated actual value of consideration to be received by the district/charter school. This area should be completed for every request, regardless of the way payment is expected to be received. Total: Click or tap here to enter text.

Select one:

Annual lease payment

Monthly lease payment

Sales price

If this is to be an exchange/gift/trade, indicate to who, why, and other pertinent information so that value can be established. Click or tap here to enter text.

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Superintendent Signature Date

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Superintendent Name

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Prepared By Phone Number