



TOWN OF SILVER CITY

P.O. Box 1188, Silver City, New Mexico 88062 (575) 538.3731 • FAX (575) 534-6377

TO: Mayor, Council Members and Mr. Brown
FROM: Erika Martinez
DATE: February 22, 2018
RE: Disposal of Inventory/Fixed Assets

The Town is requesting permission to dispose of the following items in our inventory/fixed assets:

QTY	CURRENT LOCATION	DESCRIPTION	SERIAL NUMBER	CONDITION
1	FACILITY MAINTENANCE	BROTHER INTELLIFAX	461639L0J230191	DAMAGED
2	FACILITY MAINTENANCE	BLUE CHAIRS		DAMAGED
1	FACILITY MAINTENANCE	DESK	TAG 050092	DAMAGED
1	FACILITY MAINTENANCE	BLK/WHITE METAL/WOOD DESK		DAMAGED
1	FACILITY MAINTENANCE	BROWN METAL DESK		DAMAGED
2	FACILITY MAINTENANCE	TAN METAL DESK		DAMAGED
1	FACILITY MAINTENANCE	BLACK METAL DESK		DAMAGED
1	FACILITY MAINTENANCE	WHITE METAL DESK		DAMAGED
2	FACILITY MAINTENANCE	WOOD DESK		DAMAGED
1	FACILITY MAINTENANCE	DARK WOOD BOOKSHELF 4 SHELVES		DAMAGED
1	FACILITY MAINTENANCE	WHITE METAL DESK	TAG 70005	DAMAGED
1	FACILITY MAINTENANCE	GREEN METAL DESK		DAMAGED
6	FACILITY MAINTENANCE	GRAY CHAIRS		DAMAGED
2	FACILITY MAINTENANCE	MAROON ROLLING CHAIRS		DAMAGED
1	FACILITY MAINTENANCE	ICE MACHINE		DAMAGED
1	FACILITY MAINTENANCE	WOOD BLACK METAL DESK		DAMAGED
4	FACILITY MAINTENANCE	WALL LOCKERS		DAMAGED
1	FACILITY MAINTENANCE	SQUARE OAK TABLE		DAMAGED
1	FACILITY MAINTENANCE	DARK OAK WOOD TABLE		DAMAGED
1	FACILITY MAINTENANCE	GRAY METAL DESK		DAMAGED
1	FACILITY MAINTENANCE	BLK 5 DRAWER FILING CABINET		DAMAGED
2	FACILITY MAINTENANCE	PRINTER	USBB057467 56008496	DAMAGED
1	FACILITY MAINTENANCE	PLASTIC SINK		FIRE DAMAGE
1	FACILITY MAINTENANCE	STAINLESS STEEL SINK		FIRE DAMAGE
1	FACILITY MAINTENANCE	METAL DESK 24"X5'		FIRE DAMAGE
5	FACILITY MAINTENANCE	WOODEN STOOLS		DAMAGED
2	CITY HALL	WOODEN DESK		DAMAGED
1	UTILITIES	PRINTER COPY MACHINE		DAMAGED

Respectfully,



Erika Martinez
Purchasing Agent