



**NEW YORK
LIQUIDATION BUREAU**

123 William Street
New York, NY 10038 - 3889
(212) 341- 6400

James J. Wrynn
Superintendent as Receiver

Dennis J. Hayes
Special Deputy Superintendent

November 5, 2009

To All Not-For-Profit Organizations:

The Superintendent of Insurance for the State of New York as Receiver (hereafter referred to as the "New York Liquidation Bureau") invites your organization to view, select and transport (at your expense) Obsolete Computer/Equipment and Office Furniture located at 123 William Street on the 4th and 6th floors (see attached listing). You should bring a copy of your *New York State Department of Taxation and Finance Exempt Organization Certification* or the IRS equivalent to document your non-profit status.

The computer equipment and office equipment will be available for viewing on the following dates: Thursday, November 12, 2009 and Tuesday, November 17, 2009, between the hours of 2:00 p.m.-5:00 p.m. **Please note all labor and equipment to transport the computer equipment and office furniture must be provided by your organization.** The hardware is available on a first come first serve basis.

Also, please report to the 8th floor Administrative Services Department to sign in.

If interested, please contact Janet Stewart at (212) 341-6624 or Teresa Machado (212) 341-6611 of the Administrative Services Division to arrange viewing at the Liquidation Bureau, 123 William Street, New York, New York 10038.

Note: All selected items must be picked up no later than 10 business days from the time of donation award. The scheduled hours for removal are: 8:30 a.m.-10:45 a.m. and 2:00 p.m.-4:30 p.m. Also, removal to street level is a double lift condition.

Respectfully,

Robert Russo
Director
Administrative Services

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