



# UNITED INDEPENDENT SCHOOL DISTRICT

David H. Gonzalez  
Superintendent

## Memorandum

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director *HGC*

THRU: Mike Garza, Associate Superintendent for Administration and Operations

DATE: June 21, 2023

RE: Purchase of Mobile Learning Devices by Graduating Students

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Attached is a list of Mobile Learning Devices that were purchased by graduating students at United High School (UHS), United South High School (USHS), John B. Alexander High School (AHS), and Lyndon B. Johnson High School (LBJHS). As per the attached page(s) from the United Independent School District Mobile Learning Device (MLD) Guidelines and Procedures Manual, graduating High School students are given the opportunity to purchase their assigned MLD for \$20.00. Quantities are as follows:

UHS	711
USHS	494
AHS	433
LBJHS	470
<b>Total</b>	<b>2,108</b>

Please let me know if you have any questions on this matter.



# **United Independent School District**

## **District Guidelines & Procedures Mobile Learning Devices (MLD) 2022 - 2023**

**5th Grade:**

At the **start of 5th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the Librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

**8th Grade:**

At the **end of 8th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

**12th Grade:**

**Upon graduation**, the students will return the MLD device and all accessories. The graduate will be given the opportunity to buy his/her device if the device is more than 3 years old. If the student chooses to buy his/her device, the **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR EQUIPMENT SOLD TO STUDENT FORM** **must be filled out and signed by both parent and the student.**

Campus Technicians will evaluate and assist the Librarians to compile and submit a list of irreparable/sold devices that need to be decommissioned by the IT Department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system.

**Transferring within UISD**

The campus registrar must maintain a shared roster with the librarian of students transferring within the district. It is the librarians responsibility to notify the receiving campus of the students' information concerning MLD. The information within the TipWeb is automatically transferred as soon as the student registers at the new district campus. If the student does not register the new campus must advise the transferring campus of the student's situation in order to recover the MLD. The responsibility of recovering the MLD becomes the responsibility of the last campus the student was registered at.



United Independent School District  
Transfer/Disposal Form

Select If Transfer or Disposal: **DISPOSAL**

Pickup Room#(s)/Bldg: **UHS**

E-MAIL for fixedassetsform@uisd.net

**Campus/Department Only**

Requested Date: **05/31/23** Campus/Organization: **001 UNITED HIGH SCHOOL**  
 Requested By: **Griselda Gonzalez** Email: **griselda.gonzalez** Phone: **473-5673** Fax: \_\_\_\_\_  
 Requested By: **[Signature]** Approved By: **[Signature]** Date: **5/31/23**  
 Title: **librarian** Principal/Director/Fixed Assets Liaison

**For Technology Equipment Only**

Technician: **Baltazar A. Ramos** Signature: **[Signature]** Date: **5/31/23**  
 Print: **BALTASAR PER NARIO**  
 E-mail: **apn@uisd.net** Phone: **5675**

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIKI Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) Please see attached "Sold" Chromebooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Items not checked to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick-up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net. Please contact the Fixed Assets Department if you have any questions on any of the procedures.

**For Transfers Only**

Transferred To: \_\_\_\_\_ Room No. \_\_\_\_\_ if Applicable \_\_\_\_\_  
 Received By: \_\_\_\_\_ Print \_\_\_\_\_  
 Received By: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Title: \_\_\_\_\_ Print \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FIXED ASSETS DEPARTMENT USE ONLY**

Control #: **001-TN-999-05-31-22-1071**  
 Fixed Assets Clerk: \_\_\_\_\_ Signature \_\_\_\_\_  
**05-31-22**  
**FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY**  
 Fixed Assets Worker: \_\_\_\_\_ Signature \_\_\_\_\_  
 Date of Disposal \_\_\_\_\_  
 Campus Dept./Employee (Verified Disposal Picked Up) \_\_\_\_\_ Signature \_\_\_\_\_  
 Disposal Completed Date \_\_\_\_\_



# United Independent School District Transfer/Disposal Form

Select If Transfer or Disposal: **DISPOSAL**

Pickup Room#(s)/Bldg: \_\_\_\_\_

E-MAIL for fixedassetsform@uisd.net

**Campus/Department Only**

Requested Date: 05/31/23 Campus/Organization: **002 UNITED SOUTH HIGH SCHOOL**

Requested By: J. Vaughn Email: ivaughn@uisd.net Phone: 473-5424 Fax: \_\_\_\_\_

Requested By: J. Vaughn Signature Date: 5/31/23 Approved By: [Signature] Signature Date: 5/31/23

Title: Librarian Principal/Director/Fixed Assets Liaison

**For Technology Equipment Only**

Technician: José Luis Yépez Signature Date: \_\_\_\_\_

E-mail: yapez@uisd.net Phone: 5448

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes: Monitors, CPUs, Printers, Scanners, PDAs, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) See attached forms - <b>Senior devices - SOLD</b>	<input type="checkbox"/>	<input type="checkbox"/>		
2.)	<input type="checkbox"/>	<input type="checkbox"/>		
3.)	<input type="checkbox"/>	<input type="checkbox"/>		
4.)	<input type="checkbox"/>	<input type="checkbox"/>		
5.)	<input type="checkbox"/>	<input type="checkbox"/>		
6.)	<input type="checkbox"/>	<input type="checkbox"/>		
7.)	<input type="checkbox"/>	<input type="checkbox"/>		
8.)	<input type="checkbox"/>	<input type="checkbox"/>		
9.)	<input type="checkbox"/>	<input type="checkbox"/>		
10.)	<input type="checkbox"/>	<input type="checkbox"/>		

Note: Items not checked to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: [fixedassetsform@uisd.net](mailto:fixedassetsform@uisd.net) Please contact the Fixed Assets Department if you have any questions on any of the procedures.

**For Transfers Only**

Transferred To: \_\_\_\_\_ Room# (If Applicable)

Received By: \_\_\_\_\_ Print

Received By: \_\_\_\_\_ Signature

Title: \_\_\_\_\_ Date

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FIXED ASSETS DEPARTMENT USE ONLY**

Control #: 002-75-999-06-01-23-1076

Fixed Assets Clerk: [Signature] Signature

**FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY**

Fixed Assets Worker: \_\_\_\_\_ Signature Date of Disposal

Campus Dept./Employee (Verified Disposal Picked Up) \_\_\_\_\_ Signature Date of Disposal

Disposal Completed Date



United Independent School District  
Transfer/Disposal Form

Select if Transfer or Disposal: **DISPOSAL**

Page **1** of **22**

Highlighted cells must be typed.

E-MAIL for: [fixedassetsform@uisd.net](mailto:fixedassetsform@uisd.net)

Pickup Room#(s)/Bldg: \_\_\_\_\_

Library

**Campus/Department Only**

Requested Date: 05/31/23 Campus/Organization: 003 JOHN B. ALEXANDER HIGH SCHOOL

Requested By: Jessica Morales Email: imorales2@uisd.net Phone: 473-5851 Fax: 5850

Requested By: J Morales Approved By: JBM Date: 5/31/23

Title: Librarian Principal/Director/Fixed Assets Liaison

**For Technology Equipment Only**

Technician: \_\_\_\_\_ Signature: not required. Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIKI, Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) See attached for sold Chromebooks				
2.)				
3.)				
4.)				
5.)				
6.)				
7.)				
8.)				
9.)				
10.)				

Note: Items not checked to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: [fixedassetsform@uisd.net](mailto:fixedassetsform@uisd.net) Please contact the Fixed Assets Department if you have any questions on any of the procedures.

**For Transfers Only**

Transferred To: \_\_\_\_\_ Room No.: \_\_\_\_\_ If Applicable

Received By: \_\_\_\_\_

Received By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FIXED ASSETS DEPARTMENT USE ONLY**

Control #: 003-TN-999-05-31-22-1070

Fixed Assets Clerk: \_\_\_\_\_ Signature: \_\_\_\_\_

Fixed Assets Worker: \_\_\_\_\_ Signature: \_\_\_\_\_

**FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY**

Campus Dept./Employee (Verified Disposal Picked Up) \_\_\_\_\_ Signature: \_\_\_\_\_

Date of Disposal: \_\_\_\_\_



United Independent School District  
Transfer/Disposal Form

Select if Transfer or Disposal: **DISPOSAL** Page **1** of **1**  
Highlighted cells must be typed. E-MAIL for fixedassetsform@uisd.net Library

**Campus/Department Only**  
Requested Date: May 31, 2023 Campus/Organization: 009 LYNDON B JOHNSON  
Requested By: Raquel Ramon Email: rramon@uisd.net Phone: 5211 Fax: 5281  
Requested By: Raquel Ramon Approved By: Ram Date: 5/31/23  
Signature Title: Lubiano Principal/Director/Fixed Assets Liaison

**For Technology Equipment Only**  
Technician: Seavado Laredo Signature: [Signature] Date: 5/31/23  
E-mail: llaredo@uisd.net Phone: 5261

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EML Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (if Applicable)	Serial Number# (if Applicable)	Number of Items	Condition Good or Bad
1.) Please see attachments of Chromebooks Sold to 2023 Graduates	<input type="checkbox"/>	<input type="checkbox"/>	470	
2.)	<input type="checkbox"/>	<input type="checkbox"/>		
3.)	<input type="checkbox"/>	<input type="checkbox"/>		
4.)	<input type="checkbox"/>	<input type="checkbox"/>		
5.)	<input type="checkbox"/>	<input type="checkbox"/>		
6.)	<input type="checkbox"/>	<input type="checkbox"/>		
7.)	<input type="checkbox"/>	<input type="checkbox"/>		
8.)	<input type="checkbox"/>	<input type="checkbox"/>		
9.)	<input type="checkbox"/>	<input type="checkbox"/>		
10.)	<input type="checkbox"/>	<input type="checkbox"/>		

Note: Items not "✓" to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net Please contact the Fixed Assets Department if you have any questions on any of the procedures.

**For Transfers Only**  
Transferred To: \_\_\_\_\_ Room No. if Applicable: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FIXED ASSETS DEPARTMENT USE ONLY**  
Control #: 009-75-999-06-01-23-1077  
Fixed Assets Clerk: [Signature]  
Fixed Assets Worker: [Signature]  
Campus Dept./Employee (Verified Disposal Picked Up): \_\_\_\_\_  
Date of Disposal: \_\_\_\_\_  
Disposal Completed Date: \_\_\_\_\_

**RESOLUTION**

**WHEREAS**, the United Independent School District Board of Trustees declares that the property described on the attached list of personal property be declared surplus and not usable to the District,

**WHEREAS**, The Texas Education Code 11.151 (c) states, "The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the school district",

**WHEREAS**, United ISD Policy CI (Local) and administrative procedures prescribe the manner of the sale and disposition of surplus property,

**WHEREAS**, be it further resolved that the Superintendent is directed to dispose of the said property, using the following method:

To graduating students from United High School, United South High School, John B. Alexander High School, and Lyndon B. Johnson High School for the unitary amount of \$20.00 each, as per the United Independent School District Mobile Learning Device (MLD) Guidelines & Procedures Manual

**BE IT RESOLVED** by a majority vote of the United Independent School District Board of Trustees at a lawfully called meeting of the Board on **June 21, 2023.**

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Ramiro Veliz, III  
President, Board of Trustees

ATTEST:

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Michelle Molina  
Secretary, Board of Trustees