



San Elizario I.S.D.
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MEMORANDUM

To: Members of the Board of Trustees
From: Horacio Hernandez, Technology Director
Subject: March 2024 Technology Fixed Asset Discard
Date: April 17, 2024

HISTORY:

Campus and Departments periodically replace obsolete or non-repairable technology items. To aid the campuses and departments in removing these items to maximize space, the Technology Department will submit monthly disposal lists for approval.

RATIONALE:

The District Technology Department has reviewed the items on the attached lists and concurs with campus/department(s) administration to dispose of or sell listed items.

BUDGET IMPACT:

No budget impacts.

ADMINISTRATIVE RECOMMENDATION:

For the Board to declare the fixed assets listed as surplus and authorize the administration to sell or dispose of items by any reasonable means.

Please check one: ☒ For approval ☐ Report/Information only ☐ Recognition only.

San Elizario ISD's vision is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

Planning & Instruction



☒ Other: Central Office P&I

☐ Excell

☐ Loya

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	H113	Color LaserJet HP	1511050803	1	obsolete
2	H113	HP LaserJet Pro 400	1412121937	1	obsolete
3	H113	HP Color LaserJet 400	1404233257	1	obsolete
4	H113	Dell Optiplex 7450	3600000451	1	obsolete
5	H135	HP LaserJet P2055	1002123928	1	obsolete
6	H135	HP CP1518IN	0910024520	1	obsolete
7	H135	Microsoft Surface Pro 4	2600000179	1	obsolete
8	H135	iPad 32gb	1104075248	1	obsolete
9	H135	Dell Optiplex AIO	2600000167	1	obsolete
10	H113	Dell Optiplex AIO	1509103741	1	obsolete
11	H113	Dell Monitor	1305142915	1	obsolete
12	H113	Dell Avim	0605111750	1	obsolete
13	H113	765 Dymo Label	7655	1	obsolete
14	H113	Dymo Label	0803201809	1	obsolete
15	H135	Handheld Scanner	26000002106	1	obsolete
16	H113	document camera	3600001065	1	obsolete
17	H135	document reader	3600004481	1	obsolete
18	H113	Active tablet	1106134518	1	obsolete
19	H102-6				
20	H102-6	Dell CPU	1204125513	1	obsolete
21	H135	document camera	3600004482	1	obsolete
22	H135	document camera	3600004479	1	obsolete
23	H135	document camera	3600004480	1	obsolete
24	H135	Poster Printer	3405	1	obsolete
25	H135	Insta360 60 Camera	3600003866	1	obsolete
26	H135	Insta360 60 Camera	3600003868	1	obsolete
27	H135	Insta360 60 Camera	3600003869	1	obsolete
28	H135	Insta360 60 Camera	3600003867	1	obsolete
29					
30	H136	Lenovo Laptop	2600001095	1	obsolete
	H136	Canon Scanner	2600001098	1	obsolete
	H136	HP poster Printer	2600001096	1	obsolete
		T520			

Date: 4/2/24

Authorized Campus

Signature RS

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☒ Other: Central: P&I

☐ Excell

☐ Loya

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School

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Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	H113 Overhead Projector Cart	0101014937	1	obsolete
2	H113 Comb Binding Machine	0101014161	1	obsolete
3	H113 Comb Binding	8222	1	obsolete
4	H113 typewriter	4581	1	obsolete
5	Desk chair	2 N/A	23	obsolete
6	Conference chairs	16 N/A	12	obsolete
7	Board room chairs	120 N/A	120	obsolete
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Date: 4/2/24

Authorized Campus

Signature RSygo

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