



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Horacio Hernandez, Executive Director of Technology  
**Subject:** July 2025 Technology Fixed Asset Discard  
**Date:** August 13, 2025

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### 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:

There is no budget impact.

### 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.

**For Approval?** ☒ Yes ☐ No

**If no, please check one:** ☐ Presentation ☐ Report ☐ Information

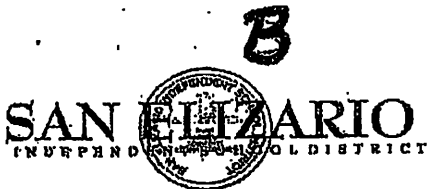
**Please check if applicable:** ☒ Attachment Included

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The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!

# San Elizario High School



## Fixed Asset Discard List

☐ Other: \_\_\_\_\_



☐ Excell

☐ Loya

**Campus** (Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	605 DELL Laptop	3600001639	1	Warranty Ended
2	605 DELL Laptop	3600005013	1	Warranty Ended
3	605 DELL Laptop	3600005920	1	Warranty Ended
4	605 DELL Laptop	3600002932	1	Warranty Ended
5	605 Surface Pro	11003030017	1	No longer functioning
6	605 DELL Laptop	3600003000	1	Warranty Ended
7	605 DELL Laptop	3600002927	1	Warranty Ended
8	605 DELL Laptop	3600002057	1	Warranty Ended
9	605 DELL Laptop	3600002898	1	Warranty Ended
10	605 DELL Laptop	3600002089	1	Warranty Ended
11	605 DELL Laptop	3600002064	1	Warranty Ended
12	605 DELL Laptop	3600003001	1	Warranty Ended
13	605 DELL Laptop	3600006104	1	Warranty Ended
14	605 DELL Laptop	3600003198	1	No longer functioning
15	605 DELL Laptop	2600002161	1	No longer functioning
16	605 DELL Laptop	3600002936	1	No longer functioning
17	605 DELL Laptop	3600002995	1	No longer functioning
18	605 DELL Laptop	2600002160	1	No longer functioning
19	605 DELL Laptop	3600002060	1	No longer functioning
20	605 DELL Laptop	3600002924	1	Warranty Ended
21	605 DELL Laptop	3600002975	1	Warranty Ended
22	605 DELL Laptop	3600002007	1	Warranty Ended
23	605 DELL Laptop	3600002923	1	Warranty Ended
24	605 Charging Tower	3600008054	1	No longer functioning
25	605 Charging Tower	3600008057	1	No longer functioning
26				
27				
28				
29				
30				

Date: June 20, 2025

Authorized Campus

Signature: Valerie Chang

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