



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Vicente Rodriguez, Executive Director of Technology
Subject: September 2026 Technology Fixed Asset Discard
Date: October 14, 2026

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 the 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

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.

San Elizario

High School



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1 502 605	Dell DeskTop	260004270	1	Out Dated / Not working
2 502 605	Dell Desktop	2600004268	1	Out Dated/ Not working amber light
3 502 605	Dell Desktop	2600004269	1	Out Dated/ Not working amber light
4 312 605	Dell Desktop	1403274250	1	Out Dated/ Not working
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* in Room 605

Date: 8-28-26

Authorized Campus

Signature

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Valerie Chang 9/3/26

Technology



☒ **Other** (Technology, Maintenance, etc.)

Fixed Asset Discard List

☐ **Excell**

☐ **Loya**

Campus

(Please Check Appropriate Campus)

☐ **SE High School**

☐ **GE Middle School**

☐ **Alarcon**

☐ **Borrego**

☐ **Sambrano**

#	Room #	Description	Tag #	Qty.	Comments / Reason
1		Samsung Chrome Laptop	1505224959	1	Outdated, non functional
2		Precision Desktop	2600005412	1	Non Functional
3		Cisco IP Phones Model 7942		4	Broken, non functional
4		Cisco Phones Model 6921		2	Broken, non functional
5		APC Smart-UPS C1000	3S2341X10305	1	Non Functional
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Date:

8/25/2026 9:14

Signature

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TECHNOLOGY DEPARTMENT