



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of Requests from Board Members in re: Use of Board Trustees Discretionary

Funds for Various Campuses and Departments

SUBMITTED BY: Mike Garza **OF:** Associate Superintendent for Student Support Services

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: June 14, 2022

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees approve Requests from Board Members in re: Use of Board of Trustees Discretionary Funds Various Campuses and Departments.

RATIONALE:

BUDGETARY INFORMATION:

POLICY REFERENCE & COMPLIANCE:



United Independent School District
Board of Trustees Discretionary Funds Request Form
Fiscal Year 2021-2022

Exhibit A

Requesting Campus: Clark Elementary
Campus Principal: Gabriela N. Perez
Originator's Email: gabrielap@uisd.net
Board Member: Javier Montemayor
Board Member:
Board Member:
Description of Request: Printers for LPAC, Asst. Principal, Reading Intervention

Estimated Cost of Request: \$ 6,137.00
Principal or Director Signature: [Signature] Date: 5-31-22

ASSOCIATE SUPERINTENDENT APPROVAL: Yes No
Signature: Date:

SUPERINTENDENT APPROVAL: Yes No
Signature: Date:

BOARD MEMBER APPROVAL: Yes No
Signature: Javier Montemayor by Griselda Rodriguez Date: 05/31/22

BOARD MEMBER APPROVAL: Yes No
Signature: Date:

BOARD MEMBER APPROVAL: Yes No
Signature: Date:

BOARD APPROVAL DATE:



District Technology Equipment & Instructional Resources (TEIR) Approval Form

Campuses & Departments
 Please fill out ALL the Form Information and gather ALL Supporting Documentation REQUIRED by Purchasing and Federal Programs if needed.
 - Collect the REQUIRED Campus or Department Requesting person's Signature.
 - eMail to corresponding Executive Director's or Directors Secretary
 Department Secretaries, gather the REQUIRED corresponding Executive Director's Signatures
 Final Completed TEIR Forms are sent to: Email to Mario Martinez: mmart179@uisd.net and CC: Judith Garcia: judithg@uisd.net

IMPORTANT NOTES:
 DO NOT Create a PO on eFinance Plus until the TEIR Form is returned APPROVED by Instructional and Information Technology
 Attach TEIR Form to eFinance Plus System PO's
 All Annual Contracts/Agreements/Subscriptions must start in September or after and End August 31st.

CAMPUS / DEPARTMENT PURCHASE INFORMATION

STEP 1

Campus/Department Submitting Purchase Request
 Requested/Submitted by Campus/Department Staff Member Making Purchase Request
REQUIRED
 Name the Funding Source(s)
 Is this a Multi-Year Contract?

Clark Elementary
 Campus or Department
 956-473-4602
 Requestor's Phone Number
 Gabriela N. Perez
 Printed Name & Signature
 Principal
 Title
 gabriela@uisd.net
 Email Address
Discretionary Funds
 If other than a campus budget funds are being used:
 Please make sure to secure REQUIRED Signature(s) from corresponding District Level Exec. Director / Asst. / Assoc. / Deputy Administrator, Executive Director and/or Director for approval of funds use.
 Supporting Documentation Attached Yes No
 Is this a Multi-Year Contracts?
 ONLY Year 1 needs TEIR FORM APPROVAL Yes No Total # Years of
 Upload copy of Year 1 form for subsequent renewal years on eFinance Plus

- Purchase information should include: Name, Detailed Description, Planned Use and/or important technology specifications
 - Please ATTACH ALL supporting documentation to this form. Missing information and/or Supporting Docs, the FORM will be returned and this will delay the approval process.

Lexmark Printer CX431	REQUIRED Information for ALL Purchases		REQUIRED Information when making ALL License/Subscription Purchases	
	Cost Information Total Cost 1,137.00 City of Items 13 Cost Per Item 379 One-Time Payment Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Annual Renewal Yr 1 of Multi Yr Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yearly Contract/Subscription Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Other		Licensing Information District License Yes <input type="checkbox"/> No <input type="checkbox"/> State/Campus License Yes <input type="checkbox"/> No <input type="checkbox"/> Seat License Yes <input type="checkbox"/> No <input type="checkbox"/> Per Student Yes <input type="checkbox"/> No <input type="checkbox"/> Per Teacher Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Licenses Clever Integration Yes <input type="checkbox"/> No <input type="checkbox"/>	

REQUIRED
 Provide Planned Use Information
 LPAC office, Asst. Principal office, Registrar
 Select or Name Intended User(s)
 Elsa Bruce, LPAC Clerk - Campus Library
 Teasie Rodriguez, Asst. Principal - Teresa Salinas, CTR Fine Arts
 C & I Dept PD
 Adv. Academics Central Office
 Dist Dept Athletics/PE
 Other

STEP 2

This Documentation is **REQUIRED** by Purchasing Department and by Federal Programs to proceed with ALL Purchases including when using Federal Funds

Purchasing Checklist
 Vendor Quote Yes September/Other Start Date _____ August 31st/Other End date _____
 Purchase Requisition Yes Start & End Dates are REQUIRED on the Quote & Purchase Requisition
 Co-OP Vendor Yes _____ Coop Vendor Name _____ Coop Vendor # _____
 Three (3) Price Quote Log Yes _____ Log Attached _____ Quotes Attached _____
 Vendor/Company Name Advantage Imaging Supply Representative/Contact Name James Reid
 Name of Product Lexmark Printer Contact Persons _____
 Mailing Address 32234 Paseo Adelanto, Ste. F Phone Number 1-800-805-7720
 Email Address for PO jamesr@aisink.com

A Purchase Order MUST NOT be created in Finance Plus UNTIL the TEIR FORM is Returned approved by CIT & IT Department Directors.

Notes for Purchasing:

STEP 3

Campus Administrator or C & I Director
 C & I Executive Director
 District Department Executive Director or Director

- Associate Superintendent, Emma Laza's Signature is REQUIRED when purchasing ALL Instructional Programs, Applications, Subscriptions, Digital Media, ...

Print Name _____	Signature _____	Date _____	Additional Administrative Signatures	
C & I Executive Director			Associate Superintendent Curriculum & Instruction	
For District Main Office and All Other Support Services Department Purchases			Admin. Assistant/Assistant Super./Associate Superintendent	

STEP 4

Federal Funds State Compensatory Funds
 Federal Programs Exec. Director (Designee Approval) Funding Source Signature **REQUIRED**
 Funding Source Approval of Special Education Funds
 Special Ed. Programs Director Signature **REQUIRED**

Print Name _____	Signature _____	Date _____	State Compensatory Funding Source Approval Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name _____	Signature _____	Date _____	Federal Programs Funding Source Approval Yes <input type="checkbox"/> No <input type="checkbox"/>
Print Name _____	Signature _____	Date _____	If SPED Funds are being used for this purchase, please email the form to cizag@uisd.net. Cindy Lopez will email to Level Executive for Purchase Approval Special Ed. Funding Source Approval Yes <input type="checkbox"/> No <input type="checkbox"/>

For Use by Technology Department Only: Instructional Technology & Information Technology Departments

Instructional Technology Director: Judith M. Garcia Printed Name & Signature	Request Accepted <input type="checkbox"/>	Date _____
Notes: _____	Request Denied <input type="checkbox"/>	Date _____
Information Technology Director: Rene F. Cruz Printed Name & Signature	Request Accepted <input type="checkbox"/>	Date _____
Notes: _____	Request Denied <input type="checkbox"/>	Date _____

* Technology and/or Instructional Resource Purchase Requests will not be accepted by Purchasing and Accounting Departments without a TEIR Form.
 Please fill out ALL the REQUIRED fields in corresponding sections
 Items may be grouped on TEIR Form if they pertain to each other

AIS INK.COM ADVANTAGE IMAGING SUPPLY

Lexmark Printer and Toner Costs for 2021-2022 School Year

TIPS RFP 200105 Technology Solutions, Products and Services

Printer Function	Printer Model	Part No.	Description	Cost
Color Multi-Function	CX431	40N9370	Lexmark CX431 Small workgroup color versatility is easy to deploy and share with the compact, lightweight Lexmark CX431adw multifunction. It combines printing at up to 26 ppm* with automatic scanning at up 96 images per minute plus copying and faxing. Take control with a 2.8-inch (7.2 cm) touch screen and connect via Wi-Fi and more.	379.00
	CX431	20N1XK0	Black Toner 6.7k Yld	106.38
	CX431	20N1XC0	Cyan Toner 6.7k Yld	184.25
	CX431	20N1XM0	Magenta Toner 6.7k Yld	184.25
	CX431	20N1XY0	Yellow Toner 6.7k Yld	184.25
Color Work Group	CS521dn	42C0060	Lexmark CS521dn Color – 35ppm Mono/35ppm Color – 2400 x 600 dpi Print – Automatic Duplex Print – 251 Sheets Input	391.50
	CS521	78C1UK0	Black Toner Ctg 10.5k	113.80
	CS521	78C1UC0	Cyan Toner Ctg. 7k Yld	165.90
	CS521	78C1UM0	Magenta Toner Ctg. 7k Yld	165.90
	CS521	78C1UY0	Yellow Toner Ctg. 7k Yld	165.90
Single Function Color	CS431DW	40N9320	Lexmark CS431dw Give every small workgroup	351.00

			bold, consistent color output with the compact, lightweight Lexmark CS431dw. Built for reliability, performance and security, it prints up to 26 ppm* and offers expandable input for longer print runs. Take control with a 2.8-inch (7.2 cm) touch screen and connect via Wi-Fi, USB, Ethernet, or the cloud.	
	CS431	20N1XK0	Black Toner 6.7k Yld	106.38
	CS431	20N1XC0	Cyan Toner 6.7k Yld	184.25
	CS431	20N1XM0	Magenta Toner 6.7k Yld	184.25
	CS431	20N1XY0	Yellow Toner 6.7k Yld	184.25
Monochrome Multi-Function	MB2236adwe	18M0700	Lexmark MB2236adw Laser Multifunction Printer - Monochrome - Copier/Fax/Printer/Scanner - 36 ppm Mono Print - 600 x 600 dpi Print - Automatic Duplex Print - 600 dpi Optical Scan - 251 sheets Input - Ethernet - Wireless LAN - Apple AirPrint - TAA Compliance	299.00
	MB2236adwe	B221X00	Black Toner Ctg 6k Yld	139.00
Monochrome Multi-Function	MX331adn	29S0150	Lexmark MX331adn Light, compact, and fast, the MX331adn multifunction supports output up to 40 pages per minute*, plus single-side automatic scanning, copying, faxing and touch-screen convenience. Connect via USB or Ethernet and add an optional 550-sheet paper tray or available High Yield Unison™ toner that can print up to 15,000 pages	279.00
	MX331adn	55B1H0E	Black Toner Ctg 15k Yld	166.50

Single Function Monochrome	MS431DN	29S0100	Lexmark MS431DW Laser Printer - Monochrome - 42 ppm Mono - 2400 dpi Print - Automatic Duplex Print - 100 Sheets Input - Wireless LAN - TAA Compliance	220.00
	MS431DN	55B1HOE	Black Toner Ctg 15k Yld	166.50
Monochrome Work Group Printer	MS621dn	36S0400	The MS620 series prints up to 50 pages per minute* and features superior print quality, enhanced security and built-in durability. Maximize printing performance with a 1-GHz dual-core processor and up to 1 GB of memory (MS622de), while monitoring and interacting via a 2.4-inch color LCD (MS621dn) or tablet-like 4.3-inch touch screen with e-Task (MS622de).	553.75
	MS621dn	56F1UOE	Black Toner Ctg. 25k	202.85