

# UNITED INDEPENDENT SCHOOL DISTRICT

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## Memorandum



To: United ISD Board of Trustees

From: Hector G. Cavazos, Director of Fixed Assets

Thru: Hector J. Perez, Assistant Superintendent for Information Technology

Date: May 22, 2024

Re: Purchase of Mobile Learning Devices by Graduating Students  
(December 2023)

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### Board of Trustees

Ramiro Vellz, III  
President  
District 4

Aliza Flores Oliveros  
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Member  
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Member  
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Member  
District 2

Attached is a list of Mobile Learning Devices that were purchased by graduating students (December 2023) from 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	25
USHS	10
AHS	14
LBJHS	6
<b>Total</b>	<b>55</b>

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

### Administrators-In-Charge

Mike Garza  
Laida P. Benavides  
Rebecca Coss-Morales

201 Lindenwood Drive  
Laredo, Texas 78045  
Phone: (956) 473-6355  
Facsimile: (956) 728-8691

It is the policy of the United Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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**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

Page 1 of 2

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net Pickup Room#(s)/Bldg: \_\_\_\_\_

**Campus/Department Only**

Requested Date: 02/01/24 Campus/Organization: 001 UNITED HIGH SCHOOL

Requested By: Graciela Gonzalez Email: graciela.gonzalez@uisd.net Phone: 473-5673 Fax: 473-1980

Requested By: [Signature] Approved By: [Signature] Date: 2/1/24

Title: Librarian Principal/Director/Fixed Assets Liaison

**For Technology Equipment Only**

Technician: Baltazar A. Ramos Signature: [Signature] Date: 2/1/24

E-mail: andgraciela@uisd.net Phone: 473-5675

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	Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.)	See attached Senior Winter Chromebook Sales c/o 2024	<input type="checkbox"/>	<input type="checkbox"/>	25	Good
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 discovered/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 emailed 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. \_\_\_\_\_  
Campus/Organization \_\_\_\_\_ If Applicable \_\_\_\_\_

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

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

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

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

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**FIXED ASSETS DEPARTMENT USE ONLY**

Control #: 001-TN-999-2-16-24-751

Fixed Assets Clerk: [Signature] 2-16-24

**FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY**

Fixed Assets Worker: [Signature]

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

SD002002	8CSJNV2
SD004644	J38BZW2
SD000581	878JNV2
SD003593	1BJ6ZW2
SD001554	JX6GNV2
SD002060	HD3WVPV2
SD001988	7FNHNV2
SD002005	62Z8NV2
G102190	4B6XPV2
SD003056	6K3BZW2
SD004668	JPZ7ZW2
G091428	9584PN2
SD002343	9TSCNV2
SD003454	FLL8ZW2
SD001560	CXSCNV2
SD001997	5FNGNV2
G091466	DG07PN2
G090249	FX0QPN2
SD003293	6TL5ZW2
SD003351	HJLGZW2
A030794F	CW492X2
G076621	JMGS0N2
SD003005	6M5HZW2
SD003704	FVTFZW2
SD002012	8F5GNV2

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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 Fixed Assets Form @uisd.net

Pickup Room#(s)/Bldg:

**Campus/Department Only**

Requested Date: 02/08/24

Campus/Organization: 002 UNITED SOUTH HIGH SCHOOL

Requested By: J. Vaughn

Email: jvaughn@uisd.net

Phone: 473-5424

Fax:

Requested By: *J. Vaughn*

Date: 2/13/2024

Approved By: *J. Vaughn*

Date: 2/18/2024

Signature

Signature

Principal/Inspector/Fixed Assets Liaison

Title:

**For Technology Equipment Only**

Technician: Randy Lopez

Signature: *Randy Lopez*

Date: 2/18/2024

E-mail: rlopez@uisd.net

Phone: 5438

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EKG, 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 list of Senior MLD sales- December 2023			10	
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 must 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# - If Applicable

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

Print

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

Signature

Title:

Date

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

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

**FIXED ASSETS DEPARTMENT USE ONLY**

Control #: 002-TS-999-2-16-24-753

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

Signature

Date: 2-16-24

**FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY**

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

Signature

Campus Dept./Employee

(Verified Disposal Picked Up)

Date of Disposal

Disposal Completed Date

0-756-0

J1Z7NV2	SD001838
JH9CZW2	SD002539
CL3CZW2	SD002586

CSL-153

BG4WYW2	SD003242
1P8DZW2	SD004928
DTJ9PV2	SD002373

0-753

G9WRPV2	SD000120
8PJLNV2	SD001237
4MCHNV2	SD001809





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# United Independent School District Transfer/Disposal Form

Select If Transfer or Disposal:  Transfer  Disposal

Page  of

Pickup Room#(s)/Bldg:

E-MAIL for fixedassetsform@uisd.net

### Campus/Department Only

Requested Date: 02/01/24 Campus/Organization: 003 JOHN B. ALEXANDER HIGH SCHOOL

Requested By: Jessica Morales Email: imoral32@uisd.net Phone: 956-473-5851 Fax:

Requested By: Jessica Morales Signature: [Signature] Approved By: [Signature] Date: 2/1/24

Title: Librarian Principal/Director/Fixed Assets Liaison: [Signature] Date: 2/1/24

### For Technology Equipment Only

Technician: Michael Rosales Signature: [Signature] Date: 2/1/24

E-mail: miquelr@uisd.net Phone:

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, Etc, 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.) List of Senior Chromebooks Sold-See Attached	<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 procedure.

### For Transfers Only

Transferred To: 880TN TECHNOLOGY NORTH Room#  If Applicable

Received By: [Signature] Print:

Received By: [Signature] Print:

Title:  Date:

Phone:  Email:

### FIXED ASSETS DEPARTMENT USE ONLY

Control #: 003-TN-999-2-16-24-752

Fixed Assets Clerk: [Signature] Date: 2-16-24

Fixed Assets Worker: [Signature]

Campus Dept./Employee (Verified Disposal Picked Up) [Signature] Date of Disposal

Disposal Completed Date

Last Name	First	Student ID	PURCHASE	SD TAG	Serial #	EMAIL	SOLD BY
Adame	Sebastian	152313	Y(2)	SD005423	78S6ZW2	sebastian.adame313@uisd.net	01/09/2023
Alvarado-Esqu	Mario	154926	Y	SD000005	9V9GNV2	mario.alvaradoesquivel@uisd.net	12/14/2023
Cardenas	Samantha	154914	Y	SD000934	2D3XPV2	samantha.cardenas914@uisd.net	12/06/2023
Castillo	Oswaldo	138481	Y	SD000822	2X4RPV2	osvaldo.castillo481@uisd.net	12/06/2023
Cavazos	Rogelio	142775	Y	SD000973	11MNPV2	rogelio.cavazos775@uisd.net	12/12/2023
Garza	Raiza	172705	Y	SD000923	J2LQPV2	raiza.garza705@uisd.net	12/18/2023
Hernandez Ari	Ashley	174631	Y	SD001128	GPZSPV2	ashley.hernandez.arias612@uisd.net	12/06/2023
Lezcano	Anthony	153556	Y	SD002787	7Y2FZW2	anthony.lezcano556@uisd.net	12/14/2023
Maldonado	Daniela	172780	Y	SD001134	1YBNPV2	daniela.maldonado780@uisd.net	12/18/2023
Mendieta	Alexa	165247	Y	SD000953	2XVSPV2	alexa.mendieta247@uisd.net	12/14/2023
Quiroga	Ashlee	166947	Y	SD000985	8QoTPV2	ashlee.quiroga947@uisd.net	12/19/2023
Ruiz	Alexis	150925	Y	SD001018	5QDQPV2	alexis.ruiz925@uisd.net	12/18/2023
Hernandez	Jesselyn	138667	Y	SD001135	G95VPV2	jesselyn.hernandez667@uisd.net	01/12/24
Gloria	Tania	212456	Y	SD000913	4HWRPV2	tania.gloriarangel456@uisd.net	

UISD CB under his acc. - 8/10/2023

C-752



# 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](mailto:fixedassetsform@uisd.net)

Pickup Room#(s)/Bldg:

Library

### Campus/Department Only

Requested Date: 02/21/24 Campus/Organization: 008 LYNDON B. JOHNSON

Requested By: Raquel Ramon Email: rramon@uisd.net Phone: 5211 Fax: 5281

Requested By: Feel Ramon Date: 2/21/24 Approved By: Feel Ramon Signature: [Signature] Date: 2/21/24

Title: Librarian Principal/Director/Fixed Assets Liaison

### For Technology Equipment Only

Technician: Leonardi Arech Signature: [Signature] Date: 2-21-24

E-mail: Moredo@uisd.net Phone: 5261

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitor, CPU, Printer, E-ink, Projector, Scanner, PADS, 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.) Chromebooks SOLD to December and Winter Grads	<input type="checkbox"/> SD003558	<input type="checkbox"/> 2NV52W2	<input type="checkbox"/> 1	Good
2.)	<input type="checkbox"/> G101219	<input type="checkbox"/> BV5MMW2	<input type="checkbox"/> 1	Good
3.)	<input type="checkbox"/> G101220	<input type="checkbox"/>	<input type="checkbox"/> 1	Good
4.)	<input type="checkbox"/> SD001141	<input type="checkbox"/> J18TPV2	<input type="checkbox"/> 1	Good
5.)	<input type="checkbox"/> SD006386	<input type="checkbox"/> 4Y16ZWZ	<input type="checkbox"/> 1	Good
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 "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/disco to be emailed 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# \_\_\_\_\_  
Campus/Organization

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

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

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

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

### FIXED ASSETS DEPARTMENT-USE ONLY

Control #: 009-TS-999-02-16-24-754

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

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

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

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:  TRANSFER  DISPOSAL

Highlighted cells must be typed.  
E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:  Page  Library

**Campus/Department Only**

Requested Date: 02/23/21  
 Requested By: Raquel Ramon  
 Requested By: *Raquel Ramon*  
 Title: LMS  
 Campus/Organization: 009 LYNDON B JOHNSON  
 Email: rramon@uisd.net  
 Phone: 9564735211  
 Fax:   
 Approved By: *Reel*  
 Date: 2/23/24  
 Signature: *Reel*  
 Principal/Director/Fixed Assets Liaison: \_\_\_\_\_  
 Date: \_\_\_\_\_

**For Technology Equipment Only**

Technician: *Jonathan E Nelson*  
 Signature: *Jonathan E Nelson*  
 Date: 2/23/24  
 E-mail: *Jonathan@uisd.net*  
 Phone: 5125

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes: Monitors, CPUs, Printers, EKI, 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.) Dell 3100 2-in-1 Chromebook	<input type="checkbox"/> SD000399	<input type="checkbox"/> CP8TPV2	1	Good
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"/>		

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**For Transfers Only**

Transferred To: \_\_\_\_\_  
 Campus/Organization: \_\_\_\_\_  
 Room No.: \_\_\_\_\_  
 If Applicable: \_\_\_\_\_

Received By: \_\_\_\_\_  
 Print: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Received By: \_\_\_\_\_  
 Print: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

**FIXED ASSETS DEPARTMENT USE ONLY**

Control #: 009-TS-999-2-16-24-754  
 Fixed Assets Clerk: \_\_\_\_\_  
 Signature: *[Signature]*  
 Date: 2-16-24

**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: \_\_\_\_\_

## 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 May 22, 2024.

\_\_\_\_\_  
Ramiro Veliz, III  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Michelle Molina  
Secretary, Board of Trustees