



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Vicente Rodriguez, Executive Director of Technology  
**Subject:** January 2026 Technology Fixed Asset Discard  
**Date:** February 11, 2026

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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 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

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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

11/18/2025

**Fixed Asset Discard List**

Campus  SE High School  Other: \_\_\_\_\_  
 (Please Check Appropriate Campus)

Middle School

Borrego

Sambrano



Other: \_\_\_\_\_  
 Excell  
 Loya



Room#	Description	Serial Number	Barcode	Qty	Comments/Reasons
1	SEHS Library DELL Black Laptop	D6L5LG3	3600006153	1	Discard/ Wear N Tear
2	Technology DELL Silver Laptop	2BCMK53	2600008192	1	Discard/ Wear N Tear
3		79J3PG3	3600005110	1	Discard/ Wear N Tear
4	DELL Black Laptop	GDGS403	3600003197	1	Discard/ Wear N Tear
5	DELL Black Laptop	DG5HML3	3600006843	1	Discard/ Wear N Tear
6	DELL Black Laptop	303HML3	3600006792	1	Discard/ Wear N Tear
7	DELL Black Laptop	HFGS403	3600003262	1	Discard/ Wear N Tear
8	DELL Black Laptop	H8J3PG3	3600005161	1	Discard/ Wear N Tear
9	DELL Black Laptop	603HML3	3600006829	1	Discard/ Wear N Tear
10	DELL Black Laptop	5MK3PG3	3600005217	1	Discard/ Wear N Tear
11	DELL Black Laptop	FRFS403	3600003269	1	Discard/ Wear N Tear
12	DELL Black Laptop	D1J3PG3	3600005174	1	Discard/ Wear N Tear
13	DELL Black Laptop	D6K3PG3	3600005019	1	Discard/ Wear N Tear
14	DELL Black Laptop	2FFR303	3600003339	1	Discard/ Wear N Tear
15	DELL Black Laptop	JOJ3PG3	3600005236	1	Discard/ Wear N Tear
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12/18/2025 Warehouse needs to take out device barcodes from technology system of SEHS Inventory in Frontline.

Date: 11/18/2025 LH

11/13/2020 S. Chancery

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## Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Borrego

Other: \_\_\_\_\_

Excell

Loya

Sambrano



Room#	Description	Serial Number	Barcode	Qty	Comments/Reasons
1	SEHS Library DELL Silver Laptop	4W HVY44	3600009005	1	Discard/ Wear N Tear
2	Technology DELL Silver Laptop	FGFMKS3	2600008458	1	Discard/ Wear N Tear
3	DELL Black Laptop	HLK3PG3	3600005187	1	Discard/ Wear N Tear
4	DELL Black Laptop	8MM3PG3	3600005218	1	Discard/ Wear N Tear
5	DELL Silver Laptop	86BVY44	3600009019	1	Discard/ Wear N Tear
6	DELL Chromebook	B5DLZK3	3600006397	1	Discard/ Wear N Tear
7	DELL Black Laptop	GNJHML3	3600006836	1	Discard/ Wear N Tear
8	DELL Black Laptop	8BGS403	3600003193	1	Discard/ Wear N Tear
9	DELL Black Laptop	CGGS403	3600003383	1	Discard/ Wear N Tear
10	DELL Chromebook	260BZK3	3600006395	1	Discard/ Wear N Tear
11	DELL Black Laptop	GPJHML3	3600006842	1	Discard/ Wear N Tear
12	DELL Black Laptop	2NFS403	3600003298	1	Discard/ Wear N Tear
13	DELL Silver Laptop	DBDMKS3	2600008277	1	Discard/ Wear N Tear
14	DELL Black Laptop	J8J3PG3	3600005197	1	Discard/ Wear N Tear
15	DELL Chromebook	SLR0AYBHR	3600001422	1	Discard/ Wear N Tear
16	DELL Black Laptop	32J3PG3	3600005155	1	Discard/ Wear N Tear
17	DELL Black Laptop	31G3403	3600003260	1	Discard/ Wear N Tear
18	DELL Silver Laptop	95GMKS3	2600008455	1	Discard/ Wear N Tear
19	DELL Black Laptop	CSFS403	3600003440	1	Discard/ Wear N Tear
20	DELL Silver Laptop	G8CMKS3	2600008397	1	Discard/ Wear N Tear
21	DELL Silver Laptop	6FBVY44	3600009053	1	Discard/ Wear N Tear
22	DELL Silver Laptop	1HFMKS3	2600008227	1	Discard/ Wear N Tear
23	DELL Silver Laptop	3YHVY44	3600009085	1	Discard/ Wear N Tear
24	DELL Silver Laptop	2KG MKS3	2600008440	1	Discard/ Wear N Tear
25	DELL Black Laptop	103HML3	3600006880	1	Discard/ Wear N Tear
26	DELL Black Laptop	DF5HML3	3600006702	1	Discard/ Wear N Tear
27	DELL Black Laptop	59J3PG3	3600005188	1	Discard/ Wear N Tear
28	DELL Black Laptop	CFFR303	3600003344	1	Discard/ Wear N Tear
29	DELL Black Laptop	6BJ3PG3	3600005100	1	Discard/ Wear N Tear
30	DELL Black Laptop	HKM2PG3	3600005080	1	Discard/ Wear N Tear

12/18/2019 Warehouse needs to take out device barcodes from technology system of SEHS Inventory in Frontline

Date: 1/13/2020 Rutu

1/13/2020 Rutu ✓.Chong

# Human Resources



## Fixed Asset Discard List

Other: HR



Excell  Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	HR	Canon Camera	1305284350	1
2	HR	Computer	2400005812	1
3	HR	Computer	2400002198	1
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Date: 1/21/20

Authorized Campus

Signature

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