

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT

AGENDA ACTION ITEM

TOPIC: Approval of Disposition of Technology Equipment

SUBMITTED BY: Hector G. Cavazos **OF:** Fixed Assets Department

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: June 21, 2017

RECOMMENDATION:

It is the recommendation that the Board of Trustees approve the resolution to authorize Administration to dispose listed item(s).

RATIONALE:

Attached you will find a documentation detailing the item(s) to be disposed.

BUDGETARY INFORMATION:

The current budget will not be impacted.

BOARD POLICY REFERENCE AND COMPLIANCE:

CI (Legal) – School Properties Disposal

CI (Local) – School Properties Disposal

CDB (Legal) – Other Revenues-Sale, Lease, or Exchange of School-Owned Property



UNITED INDEPENDENT SCHOOL DISTRICT

Roberto J. Santos
Superintendent

MEMORANDUM

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director

THRU: Mike Garza, Assistant Superintendent for Administration/Support Services

DATE: June 21, 2017

RE: Donation of Ipad to United ISD Student C.E.

Attached is a Uniform Transfer Agreement detailing the Ipad recommended for donation to student C.E. This item is currently used by the student. Please feel free to contact my office should you have any questions.

UNIFORM TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 8/6/2017

Transferee: Elizabeth Martinez

Description of Assistive Technology Device (ATD):

APPLE IPAD: iPad 3rd Generation Order: MC705LL/A Model: A1416
SERIAL NUMBER: DMRHVE11DJ8T
TAG NUMBER: A023256F
Purchase Date: 6/13/2012
Purchase Amount: \$558.00
DMRHVE11DJ8T PO# - 12012759

Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEE

Determination of Fair Market Value*: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles. iPad Generation 2 = \$186.00

Cost to Parent = \$0

Executed this 5th

day of June

Transferor: UISD - Special Education

Transferee: Carlos Echeverria

By: David Gonzalez

By: Elizabeth Martinez

Title: Associate Superintendent Curriculum & Instr.

Title: Parent

By: Belinda Manning

Title: Instructional Coordinator - AT

Yes No I have been fully informed and understand the school's request for my consent as described above.

Yes No I agree to the transfer of assistive technology as described above.

Yes No I understand that my consent is voluntary and may be revoked.

Signature of Parent/Adult Student

Date

* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).

Texas Education Agency April 2002



United Independent School District Transfer/Disposal Form

Select If Transfer or Disposal:

DISPOSAL

Page **1** of **1**

Highlighted cells must be typed.

E-MAIL form(s) to: fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Campus/Department Only

Requested Date: **06/05/17**

Campus/Organization: **832 SPECIAL EDUCATION DEPARTMENT**

Requested By: **Belinda Manning**

Email: **gmperrez@uisd.net**

Phone: **9564731771**

Fax:

Requested By: **Belinda Manning**

Approved By: **Guadalupe M. Perez**

Date: **6/5/17**

Principal/Director/Fixed Assets Liaison

For Technology Equipment Only

Technician: **FATIMATO MILELES**

Signature: **Fatima**

Date: **6-5-17**

E-mail: **fmilel50@uisd.net**

Phone: **493-2123**

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	Fixed Assets Dept. Use Only	
						Posted	Asset I.D.
1.) iPad 2nd Generation		A023250F	DMRHVE11DJBT	1	Good	<input type="checkbox"/>	
2.)						<input type="checkbox"/>	
3.)						<input type="checkbox"/>	
4.)						<input type="checkbox"/>	
5.)						<input type="checkbox"/>	
6.)						<input type="checkbox"/>	
7.)						<input type="checkbox"/>	
8.)						<input type="checkbox"/>	
9.)						<input type="checkbox"/>	
10.)						<input type="checkbox"/>	

Note: Items not ✓ to the right of the form means that they were not picked up by Support Services/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. 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 procedures.

For Transfers Only

Transferred To: _____
Campus/Organization: _____
Room No.: _____
If Applicable: _____

Received By: _____
Print: _____
Signature: _____
Date: _____

Received By: _____
Signature: _____
Date: _____

Phone: _____ Email: _____

FIXED ASSETS DEPARTMENT USE ONLY

Control #: _____

Fixed Assets: _____
Signature: _____
Date: _____

E-mailed Control #/Date: _____
By: _____
Date: _____

Posted To Surplus: _____

Picked Up By: _____
Support Services: _____
Technology: _____

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 one of the following methods:

1. To the Highest bidder, after advertisement for Request For Bids/Proposals in a newspaper of general circulation at least one week before the closing of sealed bids;
2. By public auction after publication as described above;
3. By board action for item(s) for consideration to other entities or UISD students;
4. The Superintendent or designee may reject all bids/proposals;
5. Should any of the disposal methods described above fail to result in the disposal of the property, the property may then be disposed of in the following manner:

(a) In a District-run informal auction, to the highest bidder, without the necessity of a newspaper advertisement, after posting written notice of the date, hour and place of the auction, and the giving of a general description of the property, in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the auction;

(b) If the property is not disposed of after the informal auction, the Superintendent or designee is hereby authorized to either (i) keep the property and dispose of it at a later time; or (ii) sell the property that has value, on a first-come-first-serve basis, after notice to the public as aforesaid, and (iii) give away aforesaid, or (iv) scrap the property that has no value to the District in an authorized dumpsite;

(c) Except, however, property described in (a) and (b) above, that has been determined by the Superintendent or designee to have intrinsic value to the District that exceeds the cost to the District of retaining it in storage or elsewhere may not be given away or scrapped. Property that has less value than the cost of retaining it shall be considered for purposes of subsection (b) above as having "no value".

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 **June 21, 2017.**

Judd Gilpin
President, Board of Trustees

ATTEST:

Aliza Flores-Oliveros
Secretary, Board of Trustees