



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Vicente Rodriguez, Executive Director of Technology
Subject: December 2025 Technology Fixed Asset Discard
Date: January 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.

Alfonso

Borrego

Elementary



Other: _____



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☐ SE High School ☐ Middle School ☐ Alarcon ☒ Borrego ☐ Loya ☐ Sambrano

	Room#	Description	Tag Number/Seria	Qty	Comments/Rea	TAKEN
1	200	HP Chromebook	2600004368	1	obsolete	
2	200	Aver Visual Presentor	3600004090	1	obsolete	
3	200	IPevo Visual Presentor	2600007674	1	obsolete	
4	200	Lenovo Chromebook	3600004417	1	obsolete	
5	200	Lenovo Chromebook	3600004372	1	obsolete	
6	200	Lenovo Chromebook	3600003934	1	obsolete	
7	200	Dell chromebook	3600007632	1	obsolete	
8	200	Lenovo Chromebook	2600004978	1	obsolete	
9	200	Lenovo Chromebook	2600002596	1	obsolete	
10	200	Lenovo Chromebook	2600002654	1	obsolete	
11	200	Dell chromebook	3600005488	1	obsolete	
12	200	Dell chromebook	3600005449	1	obsolete	
13	200	HP Fax Machine	805073443	1	obsolete	
14	200	HP Chromebook	2600004377	1	obsolete	
15	200	Dell chromebook	3600005465	1	obsolete	
16	200	HP Chromebook	2600004396	1	obsolete	
17	200	Dell chromebook	3600007242	1	obsolete	
18	200	Dell chromebook	3600007629	1	obsolete	
19	200	Dell chromebook	3600007562	1	obsolete	
20	200	Lenovo Chromebook	3600001410	1	obsolete	
21	200	HP Chromebook	2600004346	1	obsolete	
22	200	Surface Laptop	2600006151	1	obsolete	
23	200	Dell Laptop	3600001746	1	obsolete	
24	200	Dell chromebook	3600005451	1	obsolete	
25	200	Dell chromebook	3600005478	1	obsolete	
26	200	Lenovo Chromebook	3600003925	1	obsolete	
27	200	Dell chromebook	3600005429	1	obsolete	
28	200	Lenovo Chromebook	2600005037	1	obsolete	
29	200	Lenovo Chromebook	2600005062	1	obsolete	
30	200	Dell Desk Top	3600000584	1	obsolete	

Date: 9/23/25

Authorized Campus

Signature J. Hobley

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Fixed Asset Discard List



☐ Other: _____



☐ Excell

☐ Loya

Campus

(Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☒ Borrego

☐ Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Re	TAKEN
1	200	Dell Desk Top	3600000581	1	obsolete	
2	200	Dell Desk Top	3600000580	1	obsolete	
3	200	Dell Desk Top	3600000585	1	obsolete	
4	200	Dell Desk Top	3600000582	1	obsolete	
5	200	Dell Desk Top	1403274828	1	obsolete	
6	200	Lenovo Chromebook	3600002511	1	obsolete	
7	200	Lenovo Chromebook	3600002766	1	obsolete	
8	200	Lenovo Chromebook	2600005081	1	obsolete	
9	200	Dell Chromebook	3600007576	1	obsolete	
10	200	Lenovo Chromebook	2600005116	1	obsolete	
11	200	Lenovo Chromebook	3600002577	1	obsolete	
12	200	Dell Chromebook	3600005512	1	obsolete	
13	200	Dell Chromebook	3600007686	1	obsolete	
14	200	HP Chromebook	2600004359	1	obsolete	
15	200	HP Chromebook	2600004366	1	obsolete	
16	200	Lenovo Chromebook	3600004445	1	obsolete	
17	200	Dell Chromebook	3600007628	1	obsolete	
18	200	Lenovo Chromebook	2600005034	1	obsolete	
19	200	Lenovo Chromebook	2600002564	1	obsolete	
20	200	Lenovo Chromebook	2600004965	1	obsolete	
21	200	Lenovo Chromebook	3600002623	1	obsolete	
22	200	Dell Laptop	3600004683	1	obsolete	
23	200	Dell Chromebook	3600007610	1	obsolete	
24	200	Dell Laptop	2600002085	1	obsolete	
25	200	Dell Chromebook	3600007622	1	obsolete	
26	200	Lenovo Chromebook	3600003930	1	obsolete	
27	200	Dell Chromebook	3600005448	1	obsolete	
28	200	Dell Chromebook	3600007588	1	obsolete	
29	200	Lenovo Chromebook	3600002540	1	obsolete	
30	200	Lenovo Chromebook	3600002761	1	obsolete	

Date: 9/23/25

Authorized Campus

Signature

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Fixed Asset Discard List



☐ Other: _____



☐ Excell

☐ Loya

Campus

(Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☒ Borrego

☐ Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	TAKEN
1	200	Dell Chromebook	3600005494	1	obsolete	
2	200	HP Chromebook	2600004386	1	obsolete	
3	200	Dell Chromebook	3600005475	1	obsolete	
4	200	Lenovo Chromebook	2600005091	1	obsolete	
5	200	Elmo Document Camera	803315738	1	obsolete	
6	200	Dell Chromebook	3600007660	1	obsolete	
7	200	Dell Chromebook	3600007642	1	obsolete	
8	200	Lenovo Chromebook	3600003985	1	obsolete	
9	200	Dell Chromebook	3600007636	1	obsolete	
10	200	Dell Chromebook	3600005504	1	obsolete	
11	200	Dell Chromebook	3600005435	1	obsolete	
12	200	Dell Chromebook	3600007643	1	obsolete	
13	200	Dell Laptop	3600004681	1	obsolete	
14	200	Dell Chromebook	3600007666	1	obsolete	
15	200	HP Chromebook	2600004364	1	obsolete	
16	200	Lenovo Chromebook	3600004011	1	obsolete	
17	200	Dell Chromebook	3600007669	1	obsolete	
18	200	Lenovo Chromebook	2600002623	1	obsolete	
19	200	Lenovo Chromebook	3600003971	1	obsolete	
20	200	Dell Chromebook	3600005427	1	obsolete	
21	200	Dell Chromebook	3600005505	1	obsolete	
22	200	Apple iPad	2600002014	1	obsolete	
23	200	Apple iPad	2600002013	1	obsolete	
24	200	Apple iPad	2600001244	1	obsolete	
25	200	Apple iPad	1410072733	1	obsolete	
26	200	Apple iPad	1602083235	1	obsolete	
27						
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Date: 9/23/25

Authorized Campus

Signature

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Finance



☒ Other: FINANCE

Fixed Asset Discard List

☐ Excell

☐ Loya

Campus (Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments / Reasons
1	RM H123	HP Printer P4515X	0902181639	1	Outdated/Obsolete
2	RM H123	AIO	2600003053	1	Outdated/Obsolete
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Date:

12/10/2025

Authorized Dept.

Signature Ruben C Hermosillo Jr

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