

San Elizario ISD P.O. Box 920

San Elizario, TX 79849 Phone: 915.872.3900 Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees

From: Horacio Hernandez, Executive Director of Technology

Subject: April 2025 Technology Fixed Asset Discard

Date: May 14, 2025

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 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? $oxtimes \Sigma$	les □ No		
If no, please check o	ne: 🗆 Prese	entation Repo	ort Information
Please check if appli	cable: 🗵 A	ttachment Include	d

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.

Nutrition Services Department



TECHNOLOGY Fixed Asset Discard List

(Please Check Appropriate Campus)

Campus (Pleas

	CNS Dept	
	Excell	Loya
Alarcon	XX Borrego	Sambrano

Room#	Description	Tag Number	Qty	Comments / Reasons
G186	DELL COMPUTER	3600006135	1	OBSOLETE
G186	DELL COMPUTER	1509092340	1	OBSOLETE
G186	DELL COMPUTER	1106281404	1	OBSOLETE
G186	CASH REGISTER	NO TAG	1	OBSOLETE
G186	DELL COMPUTER	1106281722	1	OBSOLETE
G187	DELL COMPUTER	1405075445	1	OBSOLETE
G188	DELL COMPUTER	26030002220	1	OBSOLETE

Date:

Authorized Administrator

Signature_

Page:

of



TECHNOLOGY Fixed Asset Discard List

(Please Check Appropriate Campus)

Campus

SE High School

	CNS Dept	
	Excell	Loya
Alarcon	Borrego	XX Sambrano

F	Room#	Description	Tag Number	Qty	Comments / Reasons
	E127	DELL COMPUTER	3600006136	1	OBSOLETE
	E127	DELL COMPUTER	1404292458	1	OBSOLETE
	E127	SURGE PROTECTOR	SN 481820PI6808	1	OBSOLETE
	E129	cash register	Notag		obsolete
		V	J		
				1	

n	24	0	
$\boldsymbol{\nu}$	au	C	•

Authorized Administrator

Signature_

Page:



TECHNOLOGY Fixed Asset Discard List

(Please Check Appropriate Campus)

Campus

SE High School

	CNS Dept	
	Excell	Loya
XX Alarcon	Borrego	Sambran

Room#	Description	Tag Number	Qty	Comments / Reasons
G185	CASH Drawer	NO TAG	1	OBSOLETE
V-34-5				
-41-				
200				

Date	

Authorized Administrator

Signature_

Page:

of



TECHNOLOGY **Fixed Asset Disca**

Campus (Pleas

LOGY	TO EXCEL		CNS Dept	
et Discar	d List		Lancascand	
			Excell	Loya
(Please Check	Appropriate Campus)			
hool	XX Middle School	Alarcon	Borrego	Sambrano

Room#	Description	Tag Number	Qty	Comments / Reasons
G185	CASH Draver	NO TAG	1	OBSOLETE
41,000				

_					
\Box	-	s.	-		
L	1	Ł	е	0	

Authorized Administrator Signature_

Page:

of 4-8-25



TECHNOLOGY Fixed Asset Discard List

Campus (Pleas

LUGY	E		CNS Dept	
et Discard	List			
			Excell	XX Loya
(Please Check App	propriate Campus)			CAFETER
hool	Middle School	Alarcon	Borrego	Sambrano

Room#	Description	Tag Number	Qty	Comments / Reasons
D107	DELL COMPUTER	3600006137	1	OBSOLETE
D107	DELL COMPUTER	1405075259	1	OBSOLETE
D107	DELL COMPUTER	2600000764	1	OBSOLETE
D107	BROTHER TYPEWRITER	30813046	1	OBSOLETE
D107	CASIO REGISTER	NO TAG	1	OBSOLETE
D107	SURGE PROTECTOR	911054105	11	OBSOLETE

-				

·····				
1				

Date:

Authorized Administrator

Signature_

Page:

of 4-8-25



T Fixe

TECHNOLOGY	16 TO EXCELL		CNS Dept	
Fixed Asset Discard Lis	st		Excell	Loya
Campus (Please Check Appropriate Street Check	riate Campus) Middle School	Alarcon	Borrego	Sambrano

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	A168	WIRELESS OFFICE EAR PIECES SET	NO TAG	1	OBSOLETE
2	A168	CASH DRAWER	NO TAG	1	OBSOLETE
3	A168	AXIS CAMERA PLATIC COVERS	NO TAG	1	OBSOLETE
-					
-					
-					
-					
-					
-					
L					
-					
L					
H					
L					
F					
-					

n	-	4	-		
1 1	7		g-a	-	

Authorized Administrator Signature__



Technology Warehouse

SE High School

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

	XX CNS Dept	
	Excell	Loya
Alarcon	Borrego	Sambrano

Room#	Description	Tag Number	Qty	Comments / Reasons
H115	Dell Laptop	1508240004	1	Obsolete
				¥ - 1
		<		
e Ya	k			
-50				

Date:

Authorized Administrato

Signature_

Page:

of

San Elizario High School



Other:		
Other.		

	1 2000
	Excell
83	LACEII

_	_
	11 01/2
	ILOVA

(Please Check Appropriate Campus)

Campus (Pleas

Fixed Asset Discard List

Middle School

Alarcon

Borrego

Sambrano

Roo	om#	Description	Tag Number/Serial	Qty	Comments/Reasons
1 20	7	DELL Monitor	360000 3033		*
2			3013		
3			3028		
4			3026		
5			3010		
6			3022		
7			3015		
8		HP Monitor	CN490805 TO	1	
9		тц тога тог	C14 140003 1 0		=
10					
11					
12					
3					
14					The second second is a construction of the second s
15	***************************************				20 II
6					
7		,			ř
8					
9		*			
20					
21					
22	<u> </u>			*	
23					
24					
25					
26					
27					
28					
29					
30					

Date:	1-	2-	25
Date:	2	0	a- 1

Authorized Car	pus	~	0 1	
Signature \	Rl	elle	Ch	ana
		_		y

Page____



٦	Other:	
	omer.	

Exce		Excel
------	--	-------

1
 Loya

Campus (Please Check Appropriate Campus)

✓ SE High School Middle School

Fixed Asset Discard List

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1 2	207	DELL Monitor	360000 1826		
2			1823		
3			1810		
4			1819		
5			1811		
6			1812		
7			1824		
8.			1821		
9			1820		
10			1814		
11		2	1818		
12			1817		
13			1808		
14			1813		V 3
15			1875		*1
16			1809		
17		- (1816		g.
18			3031		
19		87	3029		
20			3024		
21			3011		
22			3034	1.5	
23			3018		5
24			3021		
25			3019		
26	181		30 4		
27			3027		
28		2	3016	5	
29			3017		
30			3020		

Date:	5	-2-	25
Date.	_		0 - 0

Authorized C	Campus	_	00	
Signature_	Val	erie	J'h	anel
198	,			8

	OII	Tai	io	
Se S	U	le ·		
*50	7	- S 9		,CE¥
	ING	70 E	XCEL	

Other		
Other	·	

Excell

H	ixed	Asset	Discard	List

Loya Campus (Please Check Appropriate Campus) SE High School Alarcon Borrego Sambrano Middle School

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
335	Fridae	6101011179	1	unused
335	Diotter	32717	1	un Used
11	1 100			011000
	,			
6 %				
C				
0				
1				
2				
3				
4				
5	,			
6				
7				
8				
9				
0				
1				
2				
3				
4				
5	9			
3				
7				
8				
9				
0				

Authorized Campus

Page_ of

Date: 03/26/2025

LuiMld2
3/26/25 in

in room 207

Other: ______

	O P STORY
Fixed Asset Discard List	9
FIXEU ASSEL DISCAIU LISL	885 1918

TIXCU ASSET DISCUITE LIST	PING TO EXCEUTE	Excell	Loya
Campus (Please Check Appropriate Campu	s)		
SE High School Mid	dle School Alarcon	Borrego	Sambrano

٦	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
072	225	Long reach Stapler		7	Broken Broken
12	335	Stanley Stapler	00540	1	Broken
31	335	ID Printer	1403261849	1	Rroken
04					
5					
6					
7					
8					
9					
10					
11					
12					
13[_			
14					The second secon
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26		No.			
27					
28					
29			enter de la constant		
30					

Date: 04/10/2025

221-

Authorized Campus

Signature / Stand

Page_____ of____