



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? ☒ 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.

A Proud Community of Champions – Soaring to Excellence!

Nutrition Services Department



TECHNOLOGY
Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School ☐ Middle School

☐ CNS Dept

☐ Excell

☐ Loya

☐ Alarcon

☒ Borrego
Cafeteria

☐ Sambrano

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	G186	DELL COMPUTER	3600006135	1	OBSOLETE
2	G186	DELL COMPUTER	1509092340	1	OBSOLETE
3	G186	DELL COMPUTER	1106281404	1	OBSOLETE
4	G186	CASH REGISTER	NO TAG	1	OBSOLETE
5	G186	DELL COMPUTER	1106281722	1	OBSOLETE
6	G187	DELL COMPUTER	1405075445	1	OBSOLETE
7	G188	DELL COMPUTER	26030002220	1	OBSOLETE
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Date:

Authorized Administrator

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TECHNOLOGY

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☒ Sambrano
CAFETERIA

☐ CNS Dept

☐ Excell

☐ Loya

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	E127	DELL COMPUTER	3600006136	1	OBSOLETE
2	E127	DELL COMPUTER	1404292458	1	OBSOLETE
3	E127	SURGE PROTECTOR	SN 481820PI6808	1	OBSOLETE
4	E127	Cash register	No tag	1	obsolete
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TECHNOLOGY

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☒ Alarcon
CAFETERIA

☐ CNS Dept

☐ Excell

☐ Loya

☐ Sambrano

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	G185	CASH <u>Drawer</u>	NO TAG	1	OBSOLETE
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TECHNOLOGY
Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School

☒ Middle School
CAFETERIA

☐ CNS Dept

☐ Excell

☐ Loya

☐ Alarcon

☐ Borrego

☐ Sambrano

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	G185	CASH <u>Drawer</u>	NO TAG	1	OBSOLETE
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TECHNOLOGY
Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School

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☒ Loya

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☐ Sambrano

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	D107	DELL COMPUTER	3600006137	1	OBSOLETE
2	D107	DELL COMPUTER	1405075259	1	OBSOLETE
3	D107	DELL COMPUTER	2600000764	1	OBSOLETE
4	D107	BROTHER TYPEWRITER	30813046	1	OBSOLETE
5	D107	CASIO REGISTER	NO TAG	1	OBSOLETE
6	D107	SURGE PROTECTOR	911054105	1	OBSOLETE
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TECHNOLOGY

Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☒ SE High School
CAFETERIA

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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
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Date:

Authorized Administrator

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4-8-25

Technology
Warehouse



Fixed Asset Discard List

Campus (Please Check Appropriate Campus)

☐ SE High School

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☐ Loya

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	H115	Dell Laptop	1508240004	1	Obsolete
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San Elizario High School



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	207	DELL Monitor	360000	3033
2				3013
3				3028
4				3026
5				3010
6				3022
7				3015
8	HP Monitor	CN490805 T0	1	
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Date: 5-2-25

Authorized Campus

Signature

Valerie Chang

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Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	207	DELL Monitor 360000	1826	
2		1823		
3		1810		
4		1819		
5		1811		
6		1812		
7		1824		
8		1821		
9		1820		
10		1814		
11		1818		
12		1817		
13		1808		
14		1813		
15		1825		
16		1809		
17		1816		
18		3031		
19		3029		
20		3024		
21		3011		
22		3034		
23		3018		
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26		3014		
27		3027		
28		3016		
29		3017		
30		3020		

Date: 5-2-25

Authorized Campus

Signature

Valerie Chavez

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Fixed Asset Discard List

Campus

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☐ Other: _____

☐ Excell

☐ Loya

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
20	335	Fridge	0101011179	1	Unused
20	335	Plotter	32217	1	Unused
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Date: 03/26/2025

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Signature

Valerie Ch
Bryana

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Luis M. Lopez
3/26/25 in room 207

Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)


SE High School☐ Middle School

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☐ Excell

□ Loya

☐ Borrego

☐ Sambrano

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Date: 04/10/2025

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Signature

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