

**Ector County Independent School District
Odessa, Texas**

Memorandum

TO: Board of Trustees
FROM: Tom Crowe, Superintendent of Schools
**SUBJECT: REQUEST FOR APPROVAL FOR THE SALE OR DISPOSAL OF
INSTRUCTIONAL MATERIALS OR TECHNOLOGICAL EQUIPMENT**
DATE: March 25, 2014

As required by Board Policy CMD (Legal), attached is a request to sell surplus in-adoption instructional materials.

In addition, the District is required to enter inventory adjustments for each transaction into EMAT for instructional materials that have been sold, disposed of or acquired through the sale of instructional materials.

It is recommended the Board of Trustees approve the Sale or Disposal of Instructional Materials or Technological Equipment as presented.

Respectfully submitted,

Tom Crowe
Superintendent of Schools

David Harwell
Chief Financial Officer