

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

## **Memorandum**

**TO:** Board of Trustees

**FROM:** Tom Crowe, Interim Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL FOR THE SALE OR DISPOSAL OF  
INSTRUCTIONAL MATERIALS OR TECHNOLOGICAL EQUIPMENT**

**DATE:** November 19, 2013

---

As required by Board Policy CI (Local), attached is a request to recycle Out of Adoption Material submitted by GLS, Inc.

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.

\*\*\*\*\*

Respectfully submitted,

**Tom Crowe**  
Interim Superintendent of Schools

**David Harwell**  
Chief Financial Officer