



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Aggie Reyes, Executive Director of Child Nutrition Services  
**Subject:** Approval of Purchase Order Revision – Trejo Commercial Refrigeration  
**Date:** April 9, 2025

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**HISTORY:** The original purchase order for Trejo Commercial Refrigeration was approved in the amount of \$50,000 for the 2024-2025 school year.

**RATIONALE:** Trejo Commercial Refrigeration supplies maintenance and repair services to all cafeterias. Increasing the purchase order by \$15,000 is needed to cover maintenance and services through the end of June 2025.

**BUDGET IMPACT:** CNS funds available for budget increase.

**ADMINISTRATIVE RECOMMENDATION:** Administration is seeking Board approval for the \$15,000 purchase order increase.

**For Approval?** ☒ Yes ☐ No

**If no, please check one:** ☐ Presentation ☐ Report ☐ Information

**Please check if applicable:** ☒ Attachment Included

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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!