



# UNITED INDEPENDENT SCHOOL DISTRICT

## AGENDA ACTION ITEM

**TOPIC:** Approval of Disposition of Technology Equipment

**SUBMITTED BY:** Hector G. Cavazos **OF:** Fixed Assets Department

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** May 18, 2022

### **RECOMMENDATION:**

It is the recommendation that the Board of Trustees approve the resolution to authorize Administration to dispose listed item(s).

### **RATIONALE:**

Attached you will find documentation detailing the item(s) to be disposed.

### **BUDGETARY INFORMATION:**

The current budget will not be impacted.

### **BOARD POLICY REFERENCE AND COMPLIANCE:**

CI (Legal) – School Properties Disposal

CI (Local) – School Properties Disposal

CDB (Legal) – Other Revenues-Sale, Lease, or Exchange of School-Owned Property



# UNITED INDEPENDENT SCHOOL DISTRICT

David H. Gonzalez  
Superintendent

## MEMORANDUM

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director *HGC*

THRU: Mike Garza, Associate Superintendent for Student Support Services

DATE: May 18, 2022

RE: Transfer of Assistive Technology Devices to United ISD Students

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Attached are three (3) Uniform Transfer Agreements (UTAs) detailing the recommended transfer of listed assisted technology devices to the students named in the attached UTAs. These devices are currently in use by the named students. Our Board of Trustees approved a similar UTA on June 15, 2021, at the regular Board meeting. Please feel free to contact my office should you have any questions.



# UNITED INDEPENDENT SCHOOL DISTRICT

Emma S. Leza  
Associate Superintendent of Curriculum & Instruction

TO: David H. Gonzalez  
Superintendent of Schools

FROM: Emma S. Leza   
Associate Superintendent of Curriculum & Instruction

DATE: May 3, 2022

SUBJECT: District Equipment Transfer Agreements

District Equipment Transfer Agreements have been generated to transfer assistive technology devices to three graduating students' parent(s) pursuant to Texas Education Code §30.0015:

## DEVICE 1

Device: BrailleNote Brailiant 14 Cell	Serial No. 650014002305	Tag # G093782
Purchase Date: 10/23/2020	Purchase Amount: \$300.00	PO # 21002517

## DEVICE 2

Device: Latitude 3590 Laptop	Serial No. 7F3WTW2	Tag # G078527
Purchase Date: 7/10/2019	Purchase Amount: \$699.00	PO # 19012772

## DEVICE 3

Device: BrailleNote Brailiant 40 Cell	Serial No. 6540000000160	Tag # G093944
Purchase Date: 3/3/2021	Purchase Amount: \$2,995.00	PO # 21002517

## DEVICE 4

Device: OrCam Eye Camera	Serial No. 070227744	Tag # N/A
Purchase Date: 9/18/2020	Purchase Amount: \$4,250.00	PO # 21000856

## SOFTWARE 1

Software: JAWS Screen Reader	Serial No. 14123768	Tag # N/A
Purchase Date: 3/3/2021	Purchase Amount: \$1,176.00	PO # 21000856

## DEVICE 5

Device: CCTV – Acrobat 13	Serial No. Q0924094	Tag # G077199
Purchase Date: 1/18/2019	Purchase Amount: \$2,700.00	PO # 19011484

## DEVICE 6

Device: iPad Pro	Serial No. DLXVG1LEHND7	Tag # A027844F
Purchase Date: 9/27/2017	Purchase Amount: \$1,266.00	PO # 18001794

# DISTRICT EQUIPMENT TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 5/2/2022

Transferee: Emmanuel Saucedo ID 92906

## Description of Assistive Technology Device (ATD)

### DEVICE 1

Braille Note: Brailliant 14 cell

SERIAL NUMBER: 650014002305

TAG NUMBER: G093782

Purchase Date: 10/23/2020

Purchase Amount: \$300.00

PO# 21002517

Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEEE

**Determination of Fair Market Value\***: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles.

Cost to Parent = \$ 1.00

Executed this 5<sup>th</sup> day of May, 2022

Transferor: UISD - Special Education

Transferee: Emmanuel Saucedo

## Request Information

By: Emma Leza

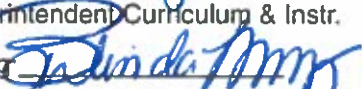


By: Diana Saucedo

Title: Associate Superintendent Curriculum & Instr.

Title: Parent

By: Belinda Manning



Title: Instructional Coordinator - Assistive Technology

- Yes  No I have been fully informed and understand the school's request for my consent as described above.
- Yes  No I agree to the transfer of assistive technology as described above.
- Yes  No I understand that my consent is voluntary and may be revoked.

Signature of Parent/Adult Student

Date

\* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).

Texas Education Agency April 2002

# DISTRICT EQUIPMENT TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 5/2/2022

Transferee: Jonathan Guajardo *UD # 133642*

## Description of Assistive Technology Device (ATD)

### DEVICE 1

Laptop: Latitude 3590 Laptop

SERIAL NUMBER: 7F3WTW2

TAG NUMBER: G078527

Purchase Date: 7/10/2019

Purchase Amount: \$699

PO#: 19012772

### DEVICE 2

Braille Note: Brailiant 40 cell

SERIAL NUMBER: 6540000000160

TAG NUMBER: G093944

Purchase Date: 3/3/2021

Purchase Amount: \$2,995.00

PO# 21002517

### DEVICE 3

Eye Camera: Orcam

SERIAL NUMBER: 070227744

TAG NUMBER: N/A

Purchase Date: 9/18/2020

Purchase Amount: \$4250.00

PO# 21000856

### Software 1

Screen Reader: JAWS

SERIAL NUMBER: 14123768

TAG NUMBER: N/A

Purchase Date: 3/3/2021

Purchase Amount: \$1,176

PO# 21000856

## Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEREE

**Determination of Fair Market Value\***: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles.

Cost to Parent = \$ 1.00

Executed this 5<sup>th</sup> day of May, 2022

Transferor: UISD - Special Education

Transferee: Jonathan Guajardo

## Request Information

By: Emma Leza *[Signature]*

By: Yolanda Guajardo

Title: Associate Superintendent Curriculum & Instr.

Title: Parent

By: Belinda Manning *[Signature]*

Title: Instructional Coordinator - Assistive Technology

Yes  No I have been fully informed and understand the school's request for my consent as described above.

Yes  No I agree to the transfer of assistive technology as described above.

Yes  No I understand that my consent is voluntary and may be revoked.

Signature of Parent/Adult Student

Date

\* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).

# DISTRICT EQUIPMENT TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 5/2/2022

Transferee: Samantha Figueroa *AD # 132806*

## Description of Assistive Technology Device (ATD)

### DEVICE 1

CCTV: CCTV - Acrobat 13 SERIAL NUMBER: Q0924094 TAG NUMBER: G077199

Purchase Date: January 18, 2019 Purchase Amount: \$2,700.00 PO#: 19011484

### DEVICE 2

iPad: iPad Pro SERIAL NUMBER: DLXVG1LEHND7 TAG NUMBER: A027844F

Purchase Date: 9/27/2017 Purchase Amount: \$1,266.00 PO# 18001794

## Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEREE

**Determination of Fair Market Value\***: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles.

Cost to Parent = \$ 1.00

Executed this 5<sup>th</sup> day of May, 2022

Transferor: UISD - Special Education

Transferee: Samantha Figueroa

## Request Information

By: Emma Leza *[Signature]*

By: Alejandra Figueroa

Title: Associate Superintendent Curriculum & Instr. Title: Parent

By: Belinda Manning *[Signature]*

Title: Instructional Coordinator - Assistive Technology

Yes  No I have been fully informed and understand the school's request for my consent as described above.

Yes  No I agree to the transfer of assistive technology as described above.

Yes  No I understand that my consent is voluntary and may be revoked.

\_\_\_\_\_  
Signature of Parent/Adult Student

\_\_\_\_\_  
Date

\* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).



# United Independent School District Transfer/Disposal Form

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg: \_\_\_\_\_

**Campus/Department Only**

Requested Date: **05/03/22** Campus/Organization: **832 SPECIAL EDUCATION DEPARTMENT**

Requested By: **Belinda Manning** Email: **bmannin@uisd.net** Phone: **956-473-2148** Fax: \_\_\_\_\_

Requested By: *Belinda Manning* Approved By: *W. M. ...* Date: **5-5-22**

Title: \_\_\_\_\_ Signature: \_\_\_\_\_  
Principal/Director/Fixed Assets Liaison

**For Technology Equipment Only**

Technician: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIKI, Projectors, Scanners, iPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) CCTV - Acrobat 13	G077199	Q0924094	1	Good
2.) iPad Pro	A027844F	DLXVG1LEHND7	1	Good
3.) Latitude 3590 Laptop	G078527	7F3W7W2	1	Good
4.) Braille Note - Brailiant 40	G093944	6540000000160	1	Good
5.) Orcam	N/A	070227744	1	Good
6.) Jaws software	N/A	14123768	1	Good
7.) Brailiant - 14 cell	G093782	650014002305	1	Good
8.)				
9.)				
10.)				

Note: Items not ✓ to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net. Please contact the Fixed Assets Department if you have any questions on any of the procedures.

**For Transfers Only**

Transferred To: \_\_\_\_\_ Room No. \_\_\_\_\_  
Campus/Organization \_\_\_\_\_ If Applicable \_\_\_\_\_

Received By: \_\_\_\_\_ Print \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Disposals Only**

Control # **832-TS-999-05-05-22-825**

Fixed Assets Clerk: *[Signature]* Date: **05-05-22**

Fixed Assets Worker: \_\_\_\_\_ Signature \_\_\_\_\_

Campus Dept./Employee: \_\_\_\_\_ Date of Disposal: \_\_\_\_\_  
(Verified Disposal Picked Up)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Disposal Completed Date: \_\_\_\_\_