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**United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2023-2024**

Exhibit A

Requesting Campus: Federal and State Programs

Campus Principal: Adriana P. Ramirez, Executive Director

Originators Email: ramireza@uisd.net

Board Member: Francisco "Frank" Castillo

Board Member: \_\_\_\_\_

Board Member: \_\_\_\_\_

Description of Request: Funds are to be used to increase Family and Community Engagement opportunities such as the Parent Learning Summit, UCOP, and other related events/activities.

Estimated Cost of Request: \$ 1,500.00

Principal or Director Signature: *Adriana P. Ramirez* Date: 10/20/23

ASSOCIATE SUPERINTENDENT APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUPERINTENDENT APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD MEMBER APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD MEMBER APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD MEMBER APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD APPROVAL DATE: \_\_\_\_\_

Please return the completed form to the Superintendent's Office for processing: [boardagenda@uisd.net](mailto:boardagenda@uisd.net)



United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2023-2024

Exhibit A

Requesting Campus: Alicia Ruiz Elementary

Campus Principal: Monica Zepeda

Originators Email: monzep@uisd.net

Board Member: Ramiro Veliz, III

Board Member: \_\_\_\_\_

Board Member: \_\_\_\_\_

Description of Request: Classroom chairs for teachers

Estimated Cost of Request: \$ 5,997.50

Principal or Director Signature: Monica Zepeda Date: 10-27-2023

ASSOCIATE SUPERINTENDENT APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_

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

SUPERINTENDENT APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_

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

BOARD MEMBER APPROVAL: Yes  No \_\_\_\_\_

Signature: Ramiro Veliz Date: 11-1-2023

BOARD MEMBER APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_

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

BOARD MEMBER APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_

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

BOARD APPROVAL DATE: \_\_\_\_\_

Please return the completed form to the Superintendent's Office for final processing: [boardagenda@uisd.net](mailto:boardagenda@uisd.net)



# UNITED INDEPENDENT SCHOOL DISTRICT

## PURCHASE REQUISITION

Pg. 1 of 1

VENDOR NAME AND ADDRESS

Executive Office Supply

V#00000008

3312 Santa Ursula

Laredo, Tx 78040

Phone 473-6286

Campus Ruiz Elem Rm # Office

Date October 27, 2023



Fund/YR	Func	Org	Prog. Code	Local Option	Proj. Num	Obj.	Sub Object	Amount

Budget Code

Account Code

Purchasing Contract Approval Code: RFP 008-2023 Discount: \_\_\_\_\_

Qty	Commodity Code	Item #	Description	Unit Price Per	Discounted Price Per	Extension Unit Total
50		LLR80004	Multi Task Chair (Black)	\$119.95	\$119.95	\$5,997.50
				\$0.00	\$0.00	\$0.00
			Teacher classroom chairs	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	<del>\$0.00</del>	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00

Disposition: Check \_\_\_\_\_ Mail \_\_\_\_\_ Pickup \_\_\_\_\_ Fax \_\_\_\_\_

Page Total: \$5,997.50

Remarks: \_\_\_\_\_

Grand Total: \$5,997.50

Monica Zepeda

10/27/23

Originator (PRINT)

Date

Budget Coordinator

Date

*Monica Zepeda*  
Administrator Signature

10/27/23  
Date

Other

Date



**Executive OFFICE SUPPLY**  
 3312 SANTA URSULA AVENUE  
 LAREDO, TEXAS 78040  
 (956) 722-6791 • FAX (956) 722-0690  
 www.executiveofficesupply.com

**QUOTE**  
 G90024

Customer Number :	012048	Bill To# :		Quote Date :	10/27/2023
Quoted To			Ship To		

UNITED I.S.D.

UNITED I.S.D.

201 LINDENWOOD  
 LAREDO, TX 78041

201 LINDENWOOD  
 LAREDO, TX 78041

Customer PO:		Order Date:	10/27/2023				
Phone:	(956) 473 - 6201	Time:	4:33:09 PM				
Fax:		Clerk Name:	MAURI				
Ship Via:		Route:	3	Salesman Name:			
Product Code	Description	U/M	Quantity	List Price	Disc	Unit Price	Amount
LLR80004	CHAIR,MULTI,TASK,BK	EA	50	\$259.00	54%	\$119.95	\$5997.50

**\*\*This is not an invoice\*\***

Sub Total:	\$5997.50
Freight:	
Install:	
Total:	\$5997.50

We Appreciate The Opportunity - THANK YOU  
 Please contact customer service at 956-722-6791  
 Everything for the office at www.executiveofficesupply.com