



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Purchase Order #51439 : LEAF Capital Funding LLC
Date: June 25, 2024

HISTORY: RFP#23-1133 for copiers, duplicators, equipment and services was approved by the Board on May 10, 2023.

RATIONALE: The lease was approved for 3 years effective July 1, 2023 and this PO covers the second year of the lease, July 1, 2024 through June 30, 2025.

BUDGET: The funds to cover the purchase have been allocated under the 199-account budget.

ADMINISTRATIVE RECOMMENDATION: The administrative recommendation is to approve the purchase order for the Excel Energy Group, Inc.

Please check one: ☒ For approval ☐ Report / Information only ☐ Recognition only
☒ Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district