



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of Requests from Board Members in re: Use of Board Trustees Discretionary

Funds for Various Campuses and Departments

**SUBMITTED BY:** Mike Garza **OF:** Associate Superintendent for Student Support Services

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

**DATE ASSIGNED FOR BOARD CONSIDERATION:** December 14, 2022

**RECOMMENDATION:**

It is recommended that the United ISD Board of Trustees approve Requests from Board Members in re: Use of Board of Trustees Discretionary Funds Various Campuses and Departments.

**RATIONALE:**

**BUDGETARY INFORMATION:**

**POLICY REFERENCE & COMPLIANCE:**



United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2022-2023

Exhibit A

Requesting Campus: United High School

Campus Principal: Mrs. Jessica Salazar

Originators Email: ramon.rodriquez@uisd.net

Board Member: Mr. Frank Castillo

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

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

Description of Request: Funding request is to purchase a Discus Ring & Cage for the use of our Track & Field Event Program. This will benefit both the Boys & Girls Field event athletes to advance further in our UIL State Competitions

Estimated Cost of Request: \$ 6,820.00

Principal or Director Signature: [Signature] Date: 11/29/22

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

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

BOARD MEMBER APPROVAL: Yes  No \_\_\_\_\_  
Signature: Francisco Castillo by Briseida Rodriguez Date: 12/2/22

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.



# UNITED INDEPENDENT SCHOOL DISTRICT

## PURCHASE REQUISITION

VENDOR NAME AND ADDRESS

**Adrian's Promotions**

1020Galveston  
 Laredo, TX 78040  
 Phone 956-726-3000  
 Campus UHS Rm # OFFICE  
 Date December 2, 2022

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

Purchasing Contract Approval Code: \_\_\_\_\_ Discount: \_\_\_\_\_

Qty	Commodity Code	Item #	Description	Unit Price Per	Discounted Price Per	Extension Unit Total
				\$0.00	\$0.00	\$0.00
310			BLACK FLEECE ZIPPER JACKETS	\$22.00	\$22.00	\$6,820.00
				\$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
				\$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: \$6,820.00

Remarks: WILL PICK UP CHECK DISCRETIONARY FUNDS

Grand Total: \$6,820.00

Christine portillo 12/2/22  
 Originator Date  
 (PRINT)  
  
 Administrator Signature Date

Budget Coordinator Date

Other Date



**Adrian's Promotions**  
 1020 GALVESTON  
 Laredo, TX 78040  
 (956) 726-3000  
 hugoadrian68@yahoo.com

# Invoice

Date: 12/01/2022  
 Invoice No.: 11992  
 Salesperson: Chila

**Bill To:**  
**UNITED HIGH SCHOOL**  
 Mrs. Portillo/Mrs. Salazar

Qty	Description	Unit Price	Total
310	BLACK FLEECE ZIPPER JACKETS	\$22.00	\$6,820.00
Subtotal			\$6,820.00
Total Amt			\$6,820.00
Balance Due			\$6,820.00

**Make all checks payable to: ADRIAN'S PROMOTIONS.**

**Thank you for your business.**



United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2022-2023

Exhibit A

Requesting Campus: Barbara Tasker Elm.

Campus Principal: Melba Gutierrez

Originators Email: melbag@uisd.net

Board Member: Ms. Michelle Molina

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

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

Description of Request: Tamalada for Tasker faculty + staff (Dec 15th) for 95 people

Estimated Cost of Request: \$ 310<sup>00</sup>/xx

Principal or Director Signature: Melba Gutierrez Date: 12/1/2022

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

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

BOARD MEMBER APPROVAL: Yes  No \_\_\_\_\_  
Signature: Michelle Molina by Griselda Rodriguez Date: 12/2/22

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.



United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2022-2023

Exhibit A

Requesting Campus: Muller

Campus Principal: Mayra Ramirez

Originators Email: msobrio@uisd.net

Board Member: Mrs. Michelle Molina

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

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

Description of Request: IN Positive Culture - Holiday incentive  
"Tamalada"

Estimated Cost of Request: \$ 360.00

Principal or Director Signature: Mayra Ramirez Date: 12/2/22

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

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

BOARD MEMBER APPROVAL: Yes  No \_\_\_\_\_  
Signature: Michelle Molina by Griselda Rodriguez Date: 12/2/22

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.

Revised: July 13, 2022



# UNITED INDEPENDENT SCHOOL DISTRICT Purchase Requisition

Page \_\_\_\_\_ to \_\_\_\_\_

**Vendor #**  
43012

**Vendor Name and Address**

Nathaly Caloca Garza  
5331 Campos dr.  
Ldo. TX. 78043

FUND/YR FUNC.	ORG.	PROGRAM LOCAL PROJECT CODE	OPTION NUMBER	OBJECT	OBJECT AMOUNT	SUB

Phone No: \_\_\_\_\_  
Campus: Muller Rm NO: Office  
Date: 12/2/22

QTY	ITEM #	DESCRIPTION	UNITED PRICE WITH DISCOUNT	EXTENSION
40 dz.		tanquets for Muller Elementary Dec. 12th Luncheon		
		need check		

DISPOSITION:  Pick-up  Mail  Check  FAX # \_\_\_\_\_ PAGE TOTAL \_\_\_\_\_

REMARK: \_\_\_\_\_ GRAND TOTAL: \$360<sup>00</sup>

\_\_\_\_\_  
ORIGINATOR (PRINT) Ym Hamuy DATE 12/2/22 BUDGET COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_  
ADMINISTRATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ OTHER \_\_\_\_\_ DATE \_\_\_\_\_

Muller Elementary School

Orden

Diciembre 12

10 docenas pollo

10 docenas frijol

10 docenas res

10 docenas puerco

Arroz

Frijoles

Salsa

Total \$360.00

Pagado a Nathaly Caloca Garza

5331 Campos dr

Gracias





United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2022-2023

Exhibit A

Requesting Campus: George Washington Middle School

Campus Principal: Mr. Juan A. Herrera Jr.

Originators Email: jherre03@uisd.net

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

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

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

Description of Request: Faculty & Staff Christmas Tamalada Festivity

Estimated Cost of Request: \$ 550.00

Principal or Director Signature: *[Handwritten Signature]* Date: December 1, 2022

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

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

BOARD MEMBER APPROVAL: Yes  No \_\_\_\_\_  
Signature: *Michelle Molina* *by Briselda Rodriguez* Date: *12/2/22*

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

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

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

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**United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2022-2023**

Exhibit A

Requesting Campus: Kazen Elementary

Campus Principal: Monica Arriaga

Originators Email: marriaga@uisd.net

Board Member: Michelle Molina

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

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

Description of Request: Christmas Luncheon-Tamalada for Faculty and Staff

Estimated Cost of Request: \$ \$220

Principal or Director Signature: *M Arriaga* Date: 12-2-22

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

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

BOARD MEMBER APPROVAL: Yes  No \_\_\_\_\_  
Signature: *Michelle Molina* by *Graciela Rodriguez* Date: 12/2/22

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.

Revised: July 13, 2022



**United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2022-2023**

**Exhibit A**

Requesting Campus: Finley Elementary School

Campus Principal: Kristina Chapa

Originators Email: kchapa@uisd.net

Board Member: Michelle Molina

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

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

Description of Request: Tamalada for 90 employees

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Request: \$250

Principal or Director Signature: K Chapa Date: \_\_\_\_\_

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

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

BOARD MEMBER APPROVAL: Yes  No \_\_\_\_\_  
Signature: Michelle Molina by Griselda Rodriguez Date: 12/2/22

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.



United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2022-2023

Exhibit A

Requesting Campus: El Transportation Dept

Campus Principal: David Hernandez

Originators Email: davidh@uisd.net

Board Member: Ricardo Molina

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

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

Description of Request: Christmas Breakfast for South Transportation employees

Estimated Cost of Request: \$ 473.00

Principal or Director Signature: [Signature] Date: 11-29-22

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

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

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

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

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

Signature: Ricardo Molina, Sr. by Griselda Rodriguez Date: 11/30/22

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.

Revised: July 13, 2022



# Invoice

603 SHILOH DR  
LAREDO TX  
78045

Number 10004  
Date 11/14/2022

Bill To  
UISD

Ship To  
UISD

PO Number

Description	Quantity	Price	Tax1	Amount
BEEF TAMALES	11	\$11.00		\$121.00
CHICKEN TAMALES	11	\$11.00		\$121.00
BEANS TAMALES	11	\$11.00		\$121.00

Amount Paid	\$0.00	Discount	\$0.00
Amount Due	\$363.00	Shipping Cost	\$0.00
		Sub Total	\$363.00
		Sales Tax 8.25% on \$0.00	\$0.00
		<b>Total</b>	<b>\$363.00</b>

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$363.00	\$0.00	\$0.00	\$0.00	\$363.00



Foodservice

David Hernandez <davidh@uisd.net>

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**Re: Refreshments Dec 14**

1 message

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**Eduardo Martinez** <exmartin@uisd.net>  
To: David Hernandez <davidh@uisd.net>

Tue, Nov 15, 2022 at 10:54 AM

6 gal hot chov  
4 gals coffee  
40 juices  
Total \$110.00

On Tue, Nov 15, 2022 at 10:46 AM David Hernandez <davidh@uisd.net> wrote:

Good Morning Eddie,

Can you get me a quote for Dec 14, 2022 morning. It will be coffee, hot chocolate, and orange juice delivered at 8 am for about a total of 80 people. It will be paid through discretionary funds and will be in the December board meeting.

Thank you

David Hernandez  
Operations Administrator  
United ISD  
956-473-6372  
956-4735239 (Fax)  
davidh@uisd.net

*"Never let your ego get so close to your position that when your position goes, your ego goes with it." -Colin Powell*

--  
**Eduardo X. Martinez**  
Production Supervisor  
UISD Child Nutrition Department  
6101 Bob Bullock Lp  
[exmartin@uisd.net](mailto:exmartin@uisd.net)  
Phone (956) 473-6552  
Fax (956) 473-6595