

**BOARD OF EDUCATION
BEEVILLE INDEPENDENT SCHOOL DISTRICT**

Agenda Item No. _____

Date: June 20, 2006

Subject: Consideration and possible approval to allow BISD employees to purchase old surplus computers.

Submitted by: Erasmo Rodriguez

Related Pages: 1

Supt's Approval:

ACTION

BACKGROUND INFORMATION:

A teacher from Thomas Jefferson Intermediate School has asked if the school district will consider selling or giving old computers to teachers. In the past we have auctioned off these computers during our BISD auction. It has been our experience that very few computers have been purchased through our auction. This item was submitted for Board discussion at the April 18, 2006 meeting. The Board asked the administration to bring this item back with administrative procedures for disposing of surplus computers. Mr. Lawrence Garcia submitted the attached procedure and will be the administrator responsible for monitoring this process. Attached is the process for this new program.

ITEMS ADDRESSED:

Surplus computers

RECOMMENDED ACTION:

To approve procedures for the sale of surplus computers to Beeville I.S.D staff.

BUDGETARY INFORMATION:

None

05/02/2006

To All Directors and Principals:

Beeville ISD is going to start a program that will allow our employees to purchase computers that have been deleted from our inventory. While these computers are at the end of their useful life, this program offers us another option for handling our aging computers while also minimizing the impact on the environment.

Following is the sequence of this new program:

- Campus administrator completes an inventory deletion form and sends the form to Ms. Hernandez
- When paperwork is received at central supply, a copy of the form is provided to Mr. Galvan and myself
- Our maintenance staff picks up the computers, taking care not to inflict additional damage and brings them to my department
- My team removes any useable components (i.e. hard drives, memory, fans, etc) and places a note on the computer identifying what was removed, if anything.
- If there are no parts removed, my staff will ensure that any information on the computer is completely wiped out
- Roy is notified that we have completed our process and the computers are ready for sale
- The computers are place in a designated area in the barn, they will be on display for a period of three business days at which time they will be properly disposed of
- I send out an email informing district staff that a certain quantity of computers are available for sale at \$25.00 per computer
- I'll state in the email that these computers have the tower and monitor; however, they may have some internal parts missing.
- The sale is on a first come, first served basis, all sales are final and no warranties are offered or implied

It's going to be important for the deletion form to specify why the computer was deleted in the first place. A department / campus can offer a computer to their employees before it gets sent to the technology department but we have to ensure it's wiped clean and deleted from inventory properly. **The price would remain at \$25.00 with all funds going towards the general fund of BISD.**

Respectfully

Lawrence V. Garcia
Technology Director