



# 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:** August 17, 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: Dr. Henry Cuellar Elementary

Campus Principal: Andrea Sanchez

Originator's Email: andrea.sanchez@uisd.net

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

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

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

Description of Request: 'Leader In Me' annual fee for social emotional and parent involvement activities,  
coaching, consultation, and online resources.

Estimated Cost of Request: \$4,500

Principal or Director Signature:  Date: 7/20/2022

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

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

BOARD MEMBER APPROVAL: Yes ☒ No \_\_\_\_\_  
Signature: Aliza Oliveros by: Griselda Rodriguez Date: 07/26/2022

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 2021-2022

Exhibit A

Requesting Campus: AHS 9<sup>th</sup>

Campus Principal: Michelle C. Gomez

Originator's Email: mcgomez@uisd.net

Board Member: Frank Castillo

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

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

Description of Request: Teacher and student incentives – popcorn machine/slushy machine/portable speaker

Certificates/certificate frames. This will be used for events such as: perfect attendance/student of the month/

A-B Honor Roll/ PBIS/Teacher Appreciation, etc..

Estimated Cost of Request: \$ 2,500

Principal or Director Signature: *Michelle C. Gomez* Date: 7/28/22

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: *Frank Castillo* Date: 7.29.22

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

Please return the completed form to the Superintendent's Office for final processing.

Revised: September 17, 2019



# UNITED INDEPENDENT SCHOOL DISTRICT

## PURCHASE REQUISITION

Pg. 1 of 1

### VENDOR NAME AND ADDRESS

Casa Juarez 701  
Market Street Laredo,  
Texas 78040

Phone 956-723-5588  
Campus  
Date

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

Budget Code

Account Code

Approval Code:

Qty	Item#	Description	Unit Price Per	Extension Unit Total
1		Popcorn Machine 8 oz. capacity commercial	\$699. <sup>30</sup> <del>00</del>	\$699. <sup>30</sup> <del>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
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			\$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 ~~\$0.00~~ 699.30  
Remarks \_\_\_\_\_ Grand Total ~~\$0.00~~ 699.30

Michelle Gomez 7/28/22  
Originator (PRINT) Date  
7/28/22  
Administrator Signature Date

Budget Coordinator

Other

# Quote



CASA JUAREZ  
701 MARKET  
LAREDO, TX 78040  
USA

Quote Date: 7/29/2022  
Quote No: 16857

Page 1 of 1

**Bill To:**

UNITED I.S.D.  
201 LINDENWOOD RD.  
LAREDO, TX 78045,

**Ship To:**

UNITED I.S.D.  
201 LINDENWOOD RD.  
LAREDO, TX 78045,

Customer #	PO NO	Salesperson	Terms of Sale	Due Date	Order Date	Shipping Method
991030-42		005-ENRIQUE	3 - CHECK		7/29/2022	OUR TRUCK

**Special Instructions**

UOM	Case Pack	Qty on Order	Product Code	Product Description	Price/UOM	Extended Price	Taxed
EA		1.00	2408	FUN POP 8 OZ POPCORN MACHINE	\$699.30000	\$699.30	N
		1				\$699.30	

**Comments:****Totals:**

NONTAXABLE :	699.30
TAXABLE TOTAL:	0.00
FREIGHT CHARGE	0.00
LABOR CHARGE:	0.00
SALES TAX:	0.00
TOTAL INVOICE:	699.30



# UNITED INDEPENDENT SCHOOL DISTRICT

## PURCHASE REQUISITION

Pg. 1 of 1

### VENDOR NAME AND ADDRESS

Amazon

Phone

Campus

Date

AHS 9th

July 28, 2022

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

Budget Code

Account Code

Approval Code:

Qty	Item#	Description	Unit Price Per	Extension Unit Total
1	Dance15	ProReck Dance 15 Portable 15-inch 2000 watt 2-way powered PA speaker system combo set bluetooth/USB/SD card/ FM Radio/Remote Control/LED	\$339.99	\$339.99
1	ASIN:B0B6HN KPNW	GUZ Commercial slushy machine 24L(12L *2bowls)600watt slushy maker machine 6.4 gallons (100cups) ASIN: B0B6HNKPNW	\$1,159.99	\$1,159.99
14	20103077	Great Paper! stars gold foil certificate 8.5 x11	\$7.77	\$108.78
9	ASIN:B07BHJ 33DW	24pack navy blue certificate folders letter size document for diploma holder 11.2x8.8 ASIN: B07BHJ33DW	\$19.99	\$179.91
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
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			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00

Disposition: Check \_\_\_\_\_ Mail \_\_\_\_\_ Pickup \_\_\_\_\_ Fax \_\_\_\_\_ Page Total **\$1,788.67**  
Remarks \_\_\_\_\_ Grand Total **\$1,788.67**

Michelle Gomez

7/28/22

Originator (PRINT)

Date

Administrator Signature

Date

Budget Coordinator

Other



United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year ~~2021-2022~~  
2022-23

Exhibit A

Requesting Campus: United Middle School

Campus Principal: Rosana Arizola

Originator's Email: alma.villarreal@uisd.net

Board Member: Javier Montemayor

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

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

Description of Request: Funds will be used to replace and update non-working radios for both campuses to ensure the safety and security of the faculty, staff and students.

Estimated Cost of Request: \$1,940.00

Principal or Director Signature: [Signature] Date: 7/19/22

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

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

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

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

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

Signature: Javier Montemayor <sup>by: Susilda</sup> Date: 08/01/2022

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: September 17, 2019



## Proposal

**SINCE-1986**

### Customer

Name UISD - UMS  
 Address \_\_\_\_\_  
 City LAREDO, State TX ZIP 78041  
 Phone alma.villarreal1@uisd.net attn: Alma Villarreal

Date 7/18/2022  
 Order No. Radios  
 Rep JOSE  
 FOB LAREDO, TX.

Qty	Description	Unit Price	TOTAL
10	kenwood tk-3000 UHF portable radio complete kit includes radio, charger, battery, antenna and belt clip	\$189.00	\$1,890.00
10	Programming radio to frequency	\$5.00	\$50.00
IN STOCK			

### Payment Details

- ☐ Cash  
☒ Check  
☐ Payment Options

Monthly \_\_\_\_\_  
 % Down \_\_\_\_\_  
 Balance Due \_\_\_\_\_  
 Total \_\_\_\_\_

**P.O.**

<b>SUB-TOTAL</b>	<b>\$1,940.00</b>
<b>Shipping</b>	
<b>TAX</b>	<b>\$0.00</b>
<b>SHIPPING</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$1,940.00</b>

**TX-DPS-PSB**  
**LIC # C-13986**



A 25% Restocking Fee on all returned Merchandise / Cancellations or Special Orders /  
 903 San Dario Ave. Laredo, TX. 78040 (956)726-1600 Fax 726-0222

ACCEPTED BY: \_\_\_\_\_

LCD TV- TWO WAY RADIO COMM. - CCTV CAMERAS  
DIGITAL D.V.R.'s - GPS TRACKERS AUDIO VIDEO SYSTEMS







United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year ~~2021-2022~~  
2022-23

Exhibit A

Requesting Campus: United Middle School

Campus Principal: Rosana Arizola

Originator's Email: alma.villarreal1@uisd.net

Board Member: Javier Montemayor

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

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

Description of Request: Funds will be used to recognized and award teachers for receiving an "A" rated campus distinction for the 2021-2022 school year.

Estimated Cost of Request: \$2,860.00

Principal or Director Signature: [Signature] Date: 7/18/22

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

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

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

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

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

Signature: Javier Montemayor <sup>by: Priscilla Rodriguez</sup> Date: 08/01/2022

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: September 17, 2019

**THE SPORTS CENTER**

4500 SAN BERNARDO AVE. STE. 107  
LAREDO, TX 78041  
Phone 956-717-3323 Fax 956.717.3325

**QUOTE 201410**

07/18/22

**TO:**  
**UNITED MIDDLE SCHOOL**  
**LINDA MIRELES**

**SHIP TO:**  
**UNITED MIDDLE SCHOOL**  
**LINDA MIRELES**  
**956-645-1219**

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
130	BAW LONGSLEEVE NAVY DRY FIT SHIRTS WITH WITH 2 COLOR LOGO FRONT AND 2 COLOR LOGO SLEEVE	\$22.00	\$2860.00
TOTAL DUE			\$2860.00

Make all checks payable to THE SPORTS CENTER

**Thank you for your business!**

OUR  
TOWN  
OUR  
SCHOOL  
OUR  
FAMILY

MAVERICK

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of the web with



**United Independent School District  
Board of Trustees Discretionary Funds Request Form  
Fiscal Year 2021-2022**

**Exhibit A**

**Requesting Campus:** Communications Dept.

**Campus Principal:** Susan Carlson, Executive Director

**Originators Email:** [grirodriguez@uisd.net](mailto:grirodriguez@uisd.net)

**Board Member:** Javier Montemayor

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

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

**Description of Request:** Purchase of Banners for the "See Something. Say Something" campaign

**Estimated Cost of Request:** \$1,920.00

**Principal or Director Signature:** Susan Carlson **Date:** 08/04/2022

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

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

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

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

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

**Signature:** Javier Montemayor *by: Priscilla Rodriguez* **Date:** 08/04/2022

**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: September 17, 2019



**UNITED INDEPENDENT SCHOOL DISTRICT**PO#

## Purchase Requisition

Page 1 Of 1

Vendor Name and Address

UISD ITV/Communications Dept.

8800 McPherson Road

Laredo, Texas 78045

PHONE NO: 473-6244

CAMPUS: \_\_\_\_\_ RM NO. \_\_\_\_\_

DATE: Thursday, August 4, 2022

[illegible]

BUDGET CODE

ACCOUNT CODE

[illegible]

DISPOSITION:	PICKUP	MAIL	FAX
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PAGE TOTAL	\$1,920.00
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REMARKS \_\_\_\_\_

**GRAND TOTAL: \$1,920.00**

Griselda Rodriguez 8/4/2022

**BUDGET COORDINATOR**

DATE \_\_\_\_\_

ADMINISTRATOR SIGNATURE      DATE

OTHER

DATE \_\_\_\_\_

U.S.D. FORM 905-001

Requisition #

8/1/1999



Griselda Rodriguez &lt;grirodriguez@uisd.net&gt;

---

**Re: QUOTE :: See Something - Say Something / Montemayor banners**

1 message

Susan Carlson &lt;scarlson@uisd.net&gt;

Thu, Aug 4, 2022 at 4:06 PM

To: Karla De La Garza &lt;kdelagarza@uisd.net&gt;, Ana Prado &lt;aprado@uisd.net&gt;, Goratti Gonzalez &lt;ggonzal23@uisd.net&gt;

Cc: Lorena Chavez &lt;lchavez@uisd.net&gt;, Griselda Rodriguez &lt;grirodriguez@uisd.net&gt;

**Karla,****Have you started printing these banners for Mr.Montemayor? If not, when do you think they would be done?****Thank you,****Susan**

On Thu, Aug 4, 2022 at 3:31 PM Karla De La Garza &lt;kdelagarza@uisd.net&gt; wrote:

Good afternoon,

Below you will find the quote for the requested banners approved by Board Member Javier Montemayor.

As per Ms.Carlson, can you please send me a copy of the receipt or PO, as soon as the payment is submitted, so I can start printing after that.

Thank you

**Javier Montemayor banners**

Size: 8'w X 4'h

Material: matte vinyl

Price: \$192 each

Quantity: 10

**TOTAL AMOUNT: \$1,920.00dlls**

Poster price includes: Paper material, grommets if needed, cutting and pasting process

----- **WHEN THE QUOTE IS APPROVED, PLEASE SEND AN APPROVAL EMAIL.****If paying by District and Campus Budget OR Activity Funds submit the REQUISITION with your order to:****Tina Gonzalez / vgonzal@uisd.net / (956)473-6291****or****If paying by Check please forward the check and information to the ACCOUNTS RECEIVABLE DEPT.****Vicente Villarreal / vvilla34@uisd.net / (956)473-6441**

Please issue the check payable to "United ISD" and write on note: "Graphic Design Services"