



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Vicente Rodriguez, Executive Director of Technology  
**Subject:** April 2026 Technology Fixed Asset Discard  
**Date:** May 13, 2026

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### HISTORY:

Campus and Departments periodically replace obsolete or non-repairable technology items. To aid the campuses and departments in removing these items to maximize space, the Technology Department will submit monthly disposal lists for approval.

### RATIONALE:

The District Technology Department has reviewed the items on the attached lists and concurs with campus/department(s) administration to dispose of or sell the listed items.

### BUDGET:

There is no budget impact.

### ADMINISTRATIVE RECOMMENDATION:

For the Board to declare the fixed assets listed as surplus and authorize the administration to sell or dispose of items by any reasonable means.

**For Approval?**  Yes  No

**If no, please check one:**  Presentation  Report  Information

**Please check if applicable:**  Attachment Included

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The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!

Support

Services

Department



# Fixed Asset Discard List

Other: SSOC

Excell  Loya

**Campus** (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	0102 DELL COMPUTER	1010281159	1	NOT WORKING
2	0102 DELL MONITOR	1010281353	1	NOT WORKING
3	0103 DELL COMPUTER	2600000762	1	NOT WORKING
4	0100 DELL MONITOR	509NT0056908	1	NOT WORKING
5	0103 DELL MONITOR	09010540601609	1	NOT WORKING
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Date: 4-15-2026

Authorized Campus  
Signature [Signature]