



# UNITED INDEPENDENT SCHOOL DISTRICT

## Memorandum

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director *HGC*

THRU: Hector J. Perez, Assistant Superintendent for Information Technology

DATE: July 17, 2024

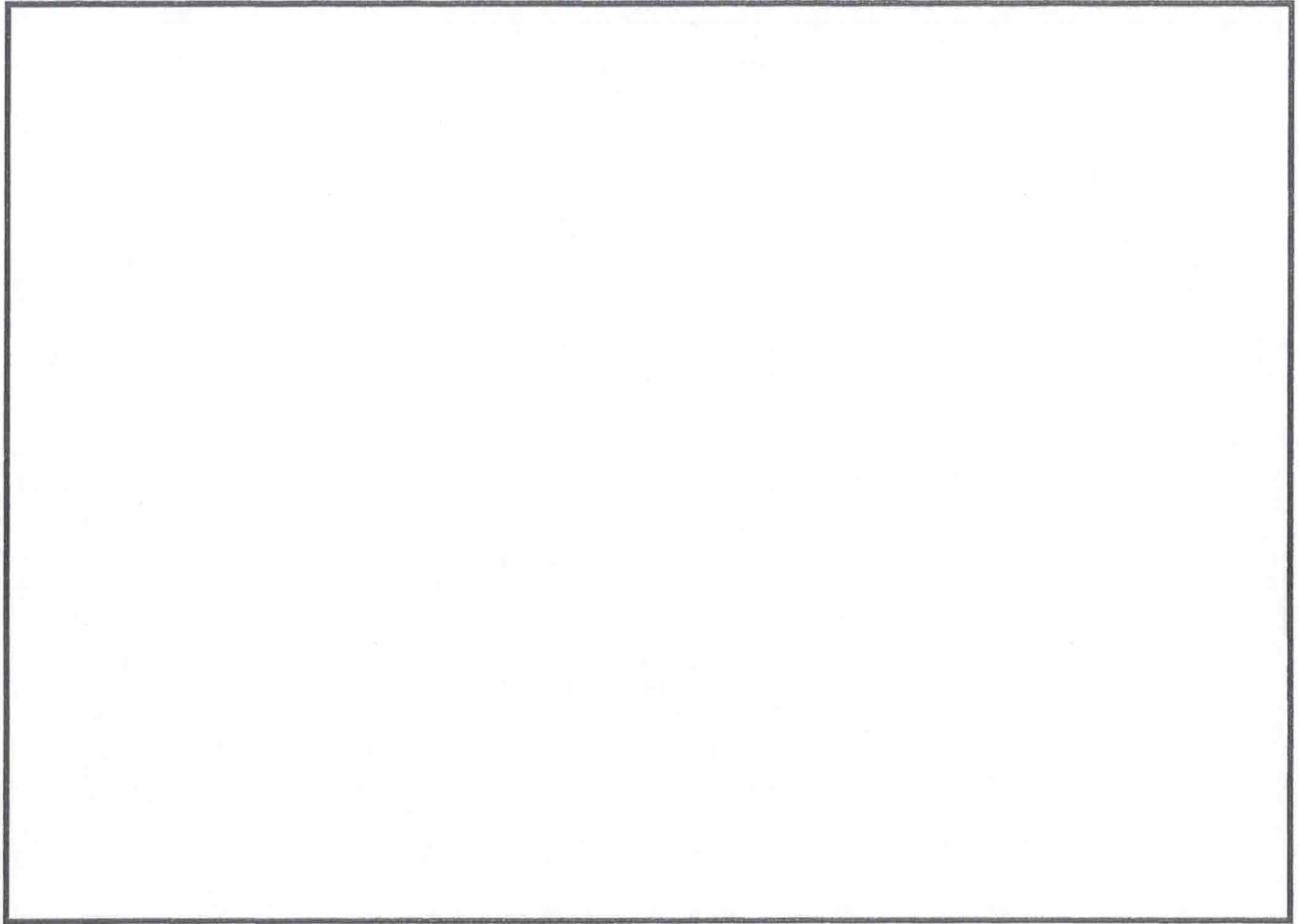
RE: Purchase of Mobile Learning Devices by Graduating Students

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Attached is a list of Mobile Learning Devices that were purchased by graduating students at United High School (UHS), United South High School (USHS), John B. Alexander High School (AHS), and Lyndon B. Johnson High School (LBJHS). As per the attached page(s) from the United Independent School District Mobile Learning Device (MLD) Guidelines and Procedures Manual, graduating High School students are given the opportunity to purchase their assigned MLD for \$20.00. Quantities are as follows:

UHS	925
USHS	634
AHS	538
LBJHS	560
<b>Total</b>	<b>2,657</b>

Please let me know if you have any questions on this matter.



# **United Independent School District**

## **District Guidelines & Procedures Mobile Learning Devices (MLD) 2022 - 2023**

### **5th Grade:**

At the **start of 5th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the Librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

### **8th Grade:**

At the **end of 8th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

### **12th Grade:**

**Upon graduation**, the students will return the MLD device and all accessories. The graduate will be given the opportunity to buy his/her device if the device is more than 3 years old. If the student chooses to buy his/her device, the **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR EQUIPMENT SOLD TO STUDENT FORM** **must be filled out and signed by both parent and the student.**

Campus Technicians will evaluate and assist the Librarians to compile and submit a list of irreparable/sold devices that need to be decommissioned by the IT Department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system.

### **Transferring within UISD**

The campus registrar must maintain a shared roster with the librarian of students transferring within the district. It is the librarians responsibility to notify the receiving campus of the students' information concerning MLD. The information within the TipWeb is automatically transferred as soon as the student registers at the new district campus. If the student does not register the new campus must advise the transferring campus of the student's situation in order to recover the MLD. The responsibility of recovering the MLD becomes the responsibility of the last campus the student was registered at.



UNITED INDEPENDENT JUNIOR DISTRICT  
Transfer/Disposal Form

Select If Transfer or Disposal:

DISPOSAL

Page **1**

of **28**

Highlighted cells must be typed.

E-MAIL to: [fixedassets@unisd.net](mailto:fixedassets@unisd.net)

Pickup Room#(s)/Blot: n/a

Campus: Department Only

Requested Date: 06/03/24 Campus/Organization: 001 UNITED HIGH SCHOOL

Requested By: Graciela Gonzalez Email: graciela.gonzalez@unitedisd.org Phone: 5673 Fax:

Requested By Signature: [Signature] Date: 6/3/24

Approved By Signature: [Signature] Date: 6/3/24

Principal/Director/Fixed Assets Liaison: [Signature]

For Technology Equipment Only

Technician: [Signature] Title:  Date: 6/3/24

Technician Signature: [Signature] Date: 6/3/24

E-mail: Wargap@unisd.net Phone: 5050

Note: Technology items require approval. Technology equipment requires Members Only, Admin, POC, Request, Approval, POC, and a copy with your form. If you have submitted an asset but

Item Description	Tag # (if Applicable)	Serial Number (if Applicable)	Number of Items	Condition Good or Bad
1) Chromebooks sold to seniors 2024 - see attached.	<input type="checkbox"/>	<input type="checkbox"/>	<u>925</u>	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

ENTRUST US SALE  
06 JUN 2024  
ENTERED BY

For Transfers Only

Transferred To: \_\_\_\_\_

Received By: \_\_\_\_\_

Received By Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 001-JW-999-6-6-24-161

Fixed Assets Clerk: [Signature] Date of Disposal: \_\_\_\_\_

Fixed Assets Worker: [Signature] Date of Disposal: \_\_\_\_\_

Campus Dept./Employee: \_\_\_\_\_ Date of Disposal: \_\_\_\_\_

Fixed Assets Department for Disposals Only





**United Independent School District  
Transfer/Disposal Form**

Select If Transfer or Disposal:

SOLD

Page 1

of 23

Highlighted cells must be typed.

E-MAIL for [fixedassetsform@uisd.net](mailto:fixedassetsform@uisd.net)

Pickup Room#(s)/Bldg: \_\_\_\_\_

SOLD

**Campus/Department Only**

Requested Date: 06/03/24 Campus/Organization: 002 UNITED SOUTH HIGH SCHOOL

Requested By: J. Vaughn Email: jvaughn@uisd.net Phone: 473-5424 Fax: 473-1499

Requested By: J. Vaughn Approved By: [Signature] Date: 6/3/2024

Title: Librarian Principal/Director/Fixed Assets Liaison: \_\_\_\_\_ Date: 6/3/24

**For Technology Equipment Only**

Technician: [Signature] Date: 6/03/24

E-mail: YAPIC@CONSP.NET Phone: 473-1499

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIO, Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (if Applicable)	Serial Number# (if Applicable)	Number of Items	Condition Good or Bad
1.) Devices list were SOLD to graduate- refer to attachment for tag information			634	Good
2.)				
3.)				
4.)				
5.)				
6.)				
7.)				
8.)				
9.)				
10.)				

Note: Items not checked to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: [fixedassetsform@uisd.net](mailto:fixedassetsform@uisd.net) Please contact the Fixed Assets Department if you have any questions on any of the procedures.

**For Transfers Only**

Transferred To: \_\_\_\_\_ Room No: \_\_\_\_\_ if Applicable

Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FIXED ASSETS DEPARTMENT USE ONLY**

Control #: 002-15-999-6-6-24-162

Fixed Assets Clerk: [Signature] Date: 6-6-24

Fixed Assets Worker: \_\_\_\_\_ Date of Disposal: \_\_\_\_\_

Campus Dept./Employee (Verified Disposal Picked up): \_\_\_\_\_ Date of Disposal: \_\_\_\_\_

Disposal Completed Date: \_\_\_\_\_

SURPLUS SALE  
 06 JUN 2024  
 ENTERED BY:



United Independent School District  
Transfer/Disposal Form

Fill Transfer Section Below.

**TRANSFER**

Page **1**

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Library

Requested Date: 06/03/24 Campus/Organization: 003 JOHN B. ALEXANDER HIGH SCHOOL

Requested By: Jessica Morales Email: jmorales@uisd.net Phone: 473-5851 Fax: 5850

Requested By: J Morales Approved By: J Morales Date: 6/3/24

Title: Librarian Signature: J Morales Date: 6/3/24

Principal/Director/Fixed Assets Liaison

**For Technology Equipment Only**

Technician: Michael Morales Signature: [Signature] Date: Not Needed

E-mail: miquel@uisd.net Phone: \_\_\_\_\_

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIKI, Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) See attached			<b>538</b>	
2.)				
3.)				
4.)				
5.)				
6.)				
7.)				
8.)				
9.)				
10.)				

Note: Items not ✓ to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net Please contact the Fixed Assets Department if you have any questions on any of the procedures.

**For Transfers Only**

Transferred To: \_\_\_\_\_ Room No.: \_\_\_\_\_ If Applicable

Received By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Print \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FIXED ASSETS DEPARTMENT USE ONLY**

Control # 003-TN-999-06-06-24-1159

Fixed Assets Clerk: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 6-6-24

**FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY**

Fixed Assets Worker: \_\_\_\_\_ Signature: \_\_\_\_\_ Date of Disposal: \_\_\_\_\_

Campus Dept./Employee (Verified Disposal Picked Up) \_\_\_\_\_ Signature: \_\_\_\_\_

ENTERED BY: 06 JUN 2024



# United Independent School District Transfer/Disposal Form

Select if Transfer or Disposal:

**DISPOSAL**

Page **1** of **21**

Highlighted cells must be typed.

E-MAIL for [fixedassetsform@uisd.net](mailto:fixedassetsform@uisd.net)

Pickup Room#(s)/Bldg:

### Campus/Department Only

Requested Date: 06/04/24 Campus/Organization: 009 LYNDON B JOHNSON

Requested By: Raquel Ramon Email: ramon@uisd.net Phone: 5211 Fax: 5266

Requested By: Fee Ramon Date: 6/4/24 Approved By: Fee Ramon Date: 6/4/24

Title: Lubwin Principal/Director/Fixed Assets Liaison

### For Technology Equipment Only

Technician: sewards leah Technician: [Signature] Date: 6/4/24

E-mail: Leah.Hardewick@uisd.net Phone: 5261

Note: Transfer/Disposal forms concerning technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, Fax, Projectors, Scanners, Tablets, or the like. Consult with your Technician. Items have questions on any assets that require a technician's approval.

Item Description	Tag # (if Applicable)	Serial Number# (if Applicable)	Number of Items	Condition Good or Bad
1.) 3100 Chromebooks Sold to Seniors	<input type="checkbox"/>	<input type="checkbox"/>	<b>560</b>	
2.) See attachment	<input type="checkbox"/>	<input type="checkbox"/>		
3.)	<input type="checkbox"/>	<input type="checkbox"/>		
4.)	<input type="checkbox"/>	<input type="checkbox"/>		
5.)	<input type="checkbox"/>	<input type="checkbox"/>		
6.)	<input type="checkbox"/>	<input type="checkbox"/>		
7.)	<input type="checkbox"/>	<input type="checkbox"/>		
8.)	<input type="checkbox"/>	<input type="checkbox"/>		
9.)	<input type="checkbox"/>	<input type="checkbox"/>		
10.)	<input type="checkbox"/>	<input type="checkbox"/>		

ENTERED BY: **6 JUN 2024**  
**SURPLUS SALE**

Note: Items not in the right of the form mean that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick-up to verify that all items were disposed/transferred properly and that the form is properly filled out. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a central location. Remember to provide a copy to your campus administrator and retain one for your records. All forms must be emailed to: [fixedassetsform@uisd.net](mailto:fixedassetsform@uisd.net). Please contact the Fixed Assets Department if you have any questions on any of the procedures.

### For Transfers Only

Transferred To: \_\_\_\_\_

Received By: \_\_\_\_\_

Received By: \_\_\_\_\_

Title: \_\_\_\_\_

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

### FIXED ASSETS DEPARTMENT USE ONLY

Control # 009-TS-999-06-06-24-1160

Fixed Assets Clerk: [Signature] 6-6-24

Fixed Assets Worker: \_\_\_\_\_

Control # \_\_\_\_\_

Fixed Assets Worker: \_\_\_\_\_

### FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Campus Dept./Employee: \_\_\_\_\_

Received/Disposal Processed: \_\_\_\_\_

Date of Disposal: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**RESOLUTION**

**WHEREAS**, the United Independent School District Board of Trustees declares that the property described on the attached list of personal property be declared surplus and not usable to the District,

**WHEREAS**, The Texas Education Code 11.151 (c) states, "The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the school district",

**WHEREAS**, United ISD Policy CI (Local) and administrative procedures prescribe the manner of the sale and disposition of surplus property,

**WHEREAS**, be it further resolved that the Superintendent is directed to dispose of the said property, using the following method:

To graduating students from United High School, United South High School, John B. Alexander High School, and Lyndon B. Johnson High School for the unitary amount of \$20.00 each, as per the United Independent School District Mobile Learning Device (MLD) Guidelines & Procedures Manual

**BE IT RESOLVED** by a majority vote of the United Independent School District Board of Trustees at a lawfully called meeting of the Board on July 17, 2024.

\_\_\_\_\_  
Ramiro Veliz, III  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Michelle Molina  
Secretary, Board of Trustees