



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Horacio Hernandez, Executive Director of Technology
Subject: August 2025 Technology Fixed Asset Discard
Date: September 16, 2025

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

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.

San Elizario High School



Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	207	DELL Monitor	360000	3033
2				3013
3				3028
4				3026
5				3010
6				3022
7				3015
8	HP Monitor	CN490805 T0	1	
9				
10				
11				
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28				
29				
30				

Date: 5-2-25

Authorized Campus

Signature

Valerie Chang

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Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Excell ☐ Loya

☐ Sambrano

☐ Other: _____

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	207	DELL Monitor	360000	1826
2				1823
3				1810
4				1819
5				1811
6				1812
7				1824
8				1821
9				1820
10				1814
11				1818
12				1817
13				1808
14				1813
15				1825
16				1809
17				1816
18				3031
19				3029
20				3024
21				3011
22				3034
23				3018
24				3021
25				3019
26				3014
27				3027
28				3016
29				3017
30				3020

Date: 5-2-25

Authorized Campus

Signature

Valerie Chavez

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Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☐ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	605 DELL Laptop	3600001639	1	Warranty Ended
2	605 DELL Laptop	3600005013	1	Warranty Ended
3	605 DELL Laptop	3600002920	1	Warranty Ended
4	605 DELL Laptop	3600002932	1	Warranty Ended
5	605 Surface IPAD	11603030017	1	No longer functioning
6	605 DELL Laptop	3600003000	1	Warranty Ended
7	605 DELL Laptop	3600002927	1	Warranty Ended
8	605 DELL Laptop	3600002057	1	Warranty Ended
9	605 DELL Laptop	3600002898	1	Warranty Ended
10	605 DELL Laptop	3600002089	1	Warranty Ended
11	605 DELL Laptop	3600002064	1	Warranty Ended
12	605 DELL Laptop	3600003006	1	Warranty Ended
13	605 DELL Laptop	360000061074	1	Warranty Ended
14	605 DELL Laptop	3600003198	1	No longer functioning
15	605 DELL Laptop	2600002161	1	No longer functioning
16	605 DELL Laptop	3600002936	1	No longer functioning
17	605 DELL Laptop	3600002995	1	No longer functioning
18	605 DELL Laptop	2600002160	1	No longer functioning
19	605 DELL Laptop	3600002060	1	No longer functioning
20	605 DELL Laptop	3600002924	1	Warranty Ended
21	605 DELL Laptop	3600002975	1	Warranty Ended
22	605 DELL Laptop	3600002067	1	Warranty Ended
23	605 DELL Laptop	3600002923	1	Warranty Ended
24	605 Charging Tower	3600008054	1	No longer functioning
25	605 Charging Tower	3600008057	1	No longer functioning
26				
27				
28				
29				
30				

Date: June 20, 2025

Authorized Campus

Signature

Valerie Chang

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