



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Horacio Hernandez, Executive Director of Technology
Subject: October 2024 Technology Fixed Asset Discard
Date: November 13, 2024

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 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.

A Proud Community of Champions – Soaring to Excellence!

Garcia-Enriquez Middle School



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	202	Lenovo Chrome	260000-0454	1	Obsolete
2	202	Lenovo Chrome	260000-0472	1	Obsolete
3	202	Lenovo Chrome	260000-1303	1	Obsolete
4	202	Lenovo Chrome	260000-0466	1	Obsolete
5	202	Lenovo Chrome	260000-1298	1	Obsolete
6	202	Lenovo Chrome	260000-1849	1	Obsolete
7	202	Lenovo Chrome	260000-0463	1	Obsolete
8	202	Lenovo Chrome	260000-1429	1	Obsolete
9	202	Lenovo Chrome	260000-1304	1	Obsolete
10	202	Lenovo Chrome	260000-0825	1	Obsolete
11	202	Lenovo Chrome	260000-0833	1	Obsolete
12	202	Lenovo Chrome	260000-1296	1	Obsolete
13	202	Lenovo Chrome	260000-1592	1	Obsolete
14	202	Lenovo Chrome	260000-0792	1	Obsolete
15	202	Lenovo Chrome	260000-2037	1	Obsolete
16	202	Lenovo Chrome	260000-1123	1	Obsolete
17	202	Lenovo Chrome	260000-0456	1	Obsolete
18	202	Lenovo Chrome	260000-2039	1	Obsolete
19	202	Lenovo Chrome	260000-0479	1	Obsolete
20	202	Lenovo Chrome	260000-0470	1	Obsolete
21	202	Lenovo Chrome	260000-1305	1	Obsolete
22	202	Lenovo Chrome	260000-0365	1	Obsolete
23	202	Lenovo Chrome	260000-0481	1	Obsolete
24	202	Lenovo Chrome	260000-0418	1	Obsolete
25	202	Lenovo Chrome	1504172636	1	Obsolete
26	202	Lenovo Chrome	1509900818	1	Obsolete
27					
28					
29					
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Date 10/4/2024

Authorized Campus

Signature Alexander Corona

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Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	202	Lenovo Chrome	360000-0751	1	Obsolete
2	202	Lenovo Chrome	360000-1278	1	Obsolete
3	202	Lenovo Chrome	360000-0630	1	Obsolete
4	202	Lenovo Chrome	360000-1293	1	Obsolete
5	202	Lenovo Chrome	360000-0605	1	Obsolete
6	202	Lenovo Chrome	360000-1301	1	Obsolete
7	202	Lenovo Chrome	360000-1530	1	Obsolete
8	202	Lenovo Chrome	360000-0633	1	Obsolete
9	202	Lenovo Chrome	360000-0382	1	Obsolete
10	202	Lenovo Chrome	360000-0753	1	Obsolete
11	202	Lenovo Chrome	360000-1295	1	Obsolete
12	202	Lenovo Chrome	360000-0603	1	Obsolete
13	202	Lenovo Chrome	360000-0636	1	Obsolete
14	202	Lenovo Chrome	360000-1291	1	Obsolete
15	202	Lenovo Chrome	360000-1299	1	Obsolete
16	202	Lenovo Chrome	360000-0621	1	Obsolete
17	202	Lenovo Chrome	360000-0634	1	Obsolete
18	202	Lenovo Chrome	360000-0602	1	Obsolete
19	202	Lenovo Chrome	360000-0379	1	Obsolete
20	202	Lenovo Chrome	360000-0628	1	Obsolete
21	202	Lenovo Chrome	360000-1276	1	Obsolete
22	202	Lenovo Chrome	360000-1304	1	Obsolete
23	202	Lenovo Chrome	360000-1287	1	Obsolete
24	202	Lenovo Chrome	360000-0784	1	Obsolete
25	202	Lenovo Chrome	360000-0607	1	Obsolete
26	202	Lenovo Chrome	360000-1531	1	Obsolete
27	202	Lenovo Chrome	360000-0626	1	Obsolete
28	202	Lenovo Chrome	360000-1526	1	Obsolete
29	202	Lenovo Chrome	360000-0542	1	Obsolete
30	202	Lenovo Chrome	360000-0597	1	Obsolete

Date 10/4/2024

Authorized Campus

Signature Alexander Corona



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	202	Lenovo Chrome	360000-0575	1	Obsolete
2	202	Lenovo Chrome	360000-1280	1	Obsolete
3	202	Lenovo Chrome	360000-1300	1	Obsolete
4	202	Lenovo Chrome	360000-0622	1	Obsolete
5	202	Lenovo Chrome	360000-0635	1	Obsolete
6	202	Lenovo Chrome	360000-1455	1	Obsolete
7	202	Lenovo Chrome	360000-0610	1	Obsolete
8	202	Lenovo Chrome	360000-1281	1	Obsolete
9	202	Lenovo Chrome	360000-0608	1	Obsolete
10	202	Lenovo Chrome	360000-0570	1	Obsolete
11	202	Lenovo Chrome	360000-0599	1	Obsolete
12	202	Lenovo Chrome	360000-0613	1	Obsolete
13	202	Lenovo Chrome	360000-1532	1	Obsolete
14	202	Lenovo Chrome	360000-0620	1	Obsolete
15	202	Lenovo Chrome	360000-1305	1	Obsolete
16	202	Lenovo Chrome	360000-1282	1	Obsolete
17	202	Lenovo Chrome	360000-0631	1	Obsolete
18	202	Lenovo Chrome	360000-1284	1	Obsolete
19	202	Lenovo Chrome	360000-0531	1	Obsolete
20	202	Lenovo Chrome	360000-0601	1	Obsolete
21	202	Lenovo Chrome	360000-0373	1	Obsolete
22	202	Lenovo Chrome	360000-0627	1	Obsolete
23	202	Lenovo Chrome	360000-1528	1	Obsolete
24	202	Lenovo Chrome	360000-1302	1	Obsolete
25	202	Lenovo Chrome	360000-0755	1	Obsolete
26	202	Lenovo Chrome	360000-1285	1	Obsolete
27					
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30					

Date 10/4/2024

Authorized Campus

Signature *Alexander Corona*



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

	Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	202	Lenovo Chrome	No bar code	1	Obsolete
2	202	Lenovo Chrome	No bar code	1	Obsolete
3	202	Lenovo Chrome	No bar code	1	Obsolete
4	202	Lenovo Chrome	No bar code	1	Obsolete
5	202	Lenovo Chrome	No bar code	1	Obsolete
6	202	Lenovo Chrome	No bar code	1	Obsolete
7	202	Lenovo Chrome	No bar code	1	Obsolete
8	202	Lenovo Chrome	No bar code	1	Obsolete
9	202	Lenovo Chrome	No bar code	1	Obsolete
10	202	Lenovo Chrome	No bar code	1	Obsolete
11	202	Lenovo Chrome	No bar code	1	Obsolete
12	202	Lenovo Chrome	No bar code	1	Obsolete
13	202	Lenovo Chrome	No bar code	1	Obsolete
14	202	Lenovo Chrome	No bar code	1	Obsolete
15	202	Lenovo Chrome	No bar code	1	Obsolete
16	202	Lenovo Chrome	No bar code	1	Obsolete
17	202	Lenovo Chrome	No bar code	1	Obsolete
18	202	Lenovo Chrome	1504174155	1	Obsolete
19	202	Lenovo Chrome	150729208	1	Obsolete
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28					
29					
30					

Date 10/4/2024

Authorized Campus

Signature Alexander Corona

Finance Department



Other: FINANCE

Fixed Asset Discard List

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments / Reasons	
1	RM H124	iPAD	1204305539	1	Outdated/Obsolete
2	RM H124	Laminator, Desk Top	1210100550	1	Outdated/Obsolete
3	RM H124	Monitor 22"	1101064852	1	Outdated/Obsolete
4	RM H124	AIO	2600002114	1	Outdated/Obsolete
5	RM H124	Check Writer Machine	O101014195	1	Outdated/Obsolete
6	RM H124	Monitor 22"	1108093026	1	Outdated/Obsolete
7	RM H124	AIO	2600003054		Outdated/Obsolete
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Date: 11/1/2024

Authorized Dept. Signature 