



UNITED INDEPENDENT SCHOOL DISTRICT

Gerardo Cruz, PhD
Superintendent

Memorandum

TO: United ISD Board of Trustees

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

THRU: Mike Garza, Associate Superintendent for Administration Operation Services

DATE: February 12, 2025

RE: Disposition of twenty-six (26) school buses via the Texas Commission on Environmental Quality (TCEQ)'s Texas Emission Reduction Plan (TERP)

Attached is a list of school buses that will be disposed via the Texas Commission on Environmental Quality (TCEQ)'s Texas Emission Reduction Plan (TERP). All school buses will follow TERP's disposition guidelines, timelines, and methods, and will be replaced with new school buses funded in part by the TCEQ Clean School Bus Program.

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



United Independent School District

Transfer/Disposal Form

Select If Transfer or Disposal:

DISPOSAL

Page 1

2

Highlighted cells must be typed.

Pickup Room#(s)/Bldg:

Campus/Department Only

Requested Date: 01/29/25 Requested By: Javier Rangel

Requested By: [Signature] Title: Operations Admin

Approved By: [Signature] Date: _____

For Technology Equipment Only

Technician: _____ Phone: _____

E-mail: _____

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitor, CPU, Printer, Fax, Projector, Scanner, UPS, or the like. Consult with your Supervisor if you have questions on any items that could be technology related.

Table with 5 columns: Item Description, Tag # (if Applicable), Serial Number# (if Applicable), Number of Items, Condition Good or Bad. Contains 10 rows of bus equipment data.

Note: Items not in the right of the items 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/returned 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 completed location. Requester to provide a copy to 9000 campus administration and retain one for your records. All forms need to be e-mailed to: fixedassets@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: _____

Received By: _____ Date: _____

Phone: _____ Email: _____

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 937-00-999-1-31-25-790

Fixed Assets Clerk: [Signature] 1-31-25

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: [Signature] Date of Disposal: _____

Campus Dept./Employee: _____

Worked Disposal Pick-up: [Signature] Date of Disposal: _____

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:

As prescribed by the Texas Commission on Environmental Quality (TCEQ)'s Texas Emission Reduction Plan (TERP)'s Clean School Bus Program.

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 **February 12, 2025.**

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Michelle Molina
Secretary, Board of Trustees