



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Vicente Rodriguez, Interim Executive Director of Technology
Subject: October 2025 Technology Fixed Asset Discard
Date: November 12, 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.

A Proud Community of Champions – Soaring to Excellence!

Child Nutrition Services



TECHNOLOGY

Fixed Asset Discard List

Campus

(Please Check Appropriate Campus)

☒ SE High School

☐ Middle School

CAFETERIA

☐

CNS Dept

☐

Excell

☐

Loya

☐ Alarcon

☐

Borrego

☐

Sambrano

	Room#	Description	Tag Number	Qty	Comments / Reasons
1	A168	WIRELESS OFFICE EAR PIECES SET	0604194152 NO TAG	1	OBSOLETE
2	A168	CASH DRAWER	0911051002 NO TAG	1	OBSOLETE
3	A168	AXIS CAMERA PLATIC COVERS	NO TAG	1	OBSOLETE
4					
5					
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26					
27					

Date:

Authorized Administrator

Signature

4-8-25