

San Elizario ISD P.O. Box 920

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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? $oxtimes \Sigma$	les □ No		
If no, please check o	ne: 🗆 Presen	ntation Report	☐ Information
Please check if appli	cable: 🗵 At	tachment 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.

Child Nutrition Services



Middle School

TECHNOLOGY Fixed Asset Discard List

(Please Check Appropriate Campus)

Campus (Pleas XXX SE High School CAFETERIA

	CNS Dept	CNS Dept	
	Excell	Loya	
Alarcon	Borrego	Sambrano	

Room#	Description	Tag Number	Qty	Comments / Reasons
A168	WIRELESS OFFICE EAR PIECES SET	0604194152 NO TAO	1	OBSOLETE
A168	CASH DRAWER	0911051002 NO TAG-	1	OBSOLETE
A168	AXIS CAMERA PLATIC COVERS	NO TAG	1	OBSOLETE
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Date:

Authorized Administrato
Signature

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