



UNITED INDEPENDENT SCHOOL DISTRICT

MEMORANDUM

TO: United ISD Board of Trustees

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

THRU: Mike Garza, Associate Superintendent for Administration and
Operation Services

DATE: February 18, 2026

RE: Transfer of Assistive Technology Devices to United ISD Student

Attached is a Uniform Transfer Agreement (UTA) detailing the recommended transfer of listed assistive technology devices to the student named in the attached UTA. These devices are currently in use by the named student. Our Board of Trustees previously approved similar UTAs on August 20, 2025, at the regular Board meeting. Please let me know if you have any questions or concerns on this matter.



UNITED INDEPENDENT SCHOOL DISTRICT

TO: Dr. Gerardo Cruz
Superintendent of Schools

FROM: Emma S. Leza *EL*
Associate Superintendent of Curriculum & Instruction

DATE: 2/18/2026

SUBJECT: Uniform Transfer Agreement for Students

The following student graduated in May 2025 and a District Equipment Transfer Agreement has been generated to transfer assistive technology devices with appropriate applications to graduating students' parent(s) pursuant to Texas Education Code §30.0015.

- Transferee: B [REDACTED] R [REDACTED] ID [REDACTED]
 - Description of Assistive Technology Device (ATD)
 - Type of Device 1: Dell Laptop Model: Precision 7760
 - Type of Device 2: Tobii Dynavox Model: PCEYE 5 Gen

Attached are the Uniform Transfer Agreement

UNIFORM TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 02/18/2026

Transferee: Belinda Manning

Description of Assistive Technology Device (ATD):

Type of Device: Dell Laptop Model: Precision 7760

SERIAL NUMBER: JGPJ4M3

TAG NUMBER: G094535

Purchase Date: 02/1/2022

Purchase Amount: 1631.68

PO# - 22008283

Type of Device: Tobii Dynavox Model: PCEYE 5 Gen

SERIAL NUMBER: IS514-220822009883

TAG NUMBER: N/A

Purchase Date: 1/16/2023

Purchase Amount: \$2,498

PO# - 23006925

Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEE

Determination of Fair Market Value*: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles.

Cost to Parent = \$1.00

Executed this _____

day of _____

Transferor: UISD - Special Education

Transferee: Belinda Manning

By: Emma Leza

By: Belinda Manning

Title: Associate Superintendent Curriculum & Instr.

Title: Parent

By: Belinda Manning

Title: Instructional Coordinator - AT

Yes No I have been fully informed and understand the school's request for my consent as described above.

Yes No I agree to the transfer of assistive technology as described above.

Yes No I understand that my consent is voluntary and may be revoked.

Signature of Parent/Adult Student

Date

* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).

Texas Education Agency April 2002



Highlighted cells must be typed.

E-MAIL to: _____

Pickup Room#(s)/Bldg: _____

Campus/Department Only

Requested Date: 09/17/25

Campus/Organization: 832 SPECIAL EDUCATION DEPARTMENT

Requested By: Belinda Manning

Email: bmanni@uisd.net Phone: 956-473-2148 Fax: _____

Requested By: Belinda Manning

Approved By: Belinda Manning Date: 9/17/2025

Title: Assistive Technology Coordinator

For Technology Equipment Only

Technician: MICHAEL ALEXANDER

Signature: _____ Date: 9/17/2025

E-mail: MICHAEL.ALEXANDER@UISD.NET

Phone: 2123

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Peripherals, EIG, Projectors, Scanners, PDOS, or the like. Contact with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) Dell Laptop Precision 7760	✓ G094535	JGPJ4M3	1	Good
2.) Tobii Dynavox POEVE 5 Gen	✓ N/A	IS514-220822008883	1	Good
3.)				
4.)				
5.)				
6.)				
7.)				
8.)				
9.)				
10.)				

Note: Items not to the right of this form 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/transferred properly and to sign this computer 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 centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms must be e-mailed to: fixedasset@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: _____

Phone: _____

Date: _____

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 832-TS-999-2-2-26-689

Fixed Assets Clerk: _____

Signature: _____

Date: 2-2-26

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: _____

Signature: _____

Date of Disposal: _____

Campus: _____

Dept./Employee (verified Disposal Picked Up) signature: _____

Disposal Completed Date: _____

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 one of the following methods:

1. To the Highest bidder, after advertisement for Request For Bids/Proposals in a newspaper of general circulation at least one week before the closing of sealed bids;
2. By public auction after publication as described above;
3. The Superintendent or designee may reject all bids/proposals;
4. Should any of the disposal methods described above fail to result in the disposal of the property, the property may then be disposed of in the following manner:

(a) In a District-run informal auction, to the highest bidder, without the necessity of a newspaper advertisement, after posting written notice of the date, hour and place of the auction, and the giving of a general description of the property, in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the auction;

(b) If the property is not disposed of after the informal auction, the Superintendent or designee is hereby authorized to either (i) keep the property and dispose of it at a later time; or (ii) sell the property that has value, on a first-come-first-serve basis, after notice to the public as aforesaid, and (iii) give away aforesaid, or (iv) scrap the property that has no value to the District in an authorized dumpsite;

(c) Except, however, property described in (a) and (b) above, that has been determined by the Superintendent or designee to have intrinsic value to the District that exceeds the cost to the District of retaining it in storage or elsewhere may not be given away or scrapped. Property that has less value than the cost of retaining it shall be considered for purposes of subsection (b) above as having "no value".

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 18, 2026.**

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Michelle Molina
Secretary, Board of Trustees