



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Horacio Hernandez, Executive Director of Technology
Subject: May 2025 Technology Fixed Asset Discard
Date: June 11, 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 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!

Loya Primary School

Fixed Asset Discard List



Campus

(Please Check Appropriate Campus)

☐ SE High School

☐ Middle School

☐ Alarcon

☐ Borrego

☐ Sambrano

☐ Other: _____

☐ Excell

☒ Loya

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	Lakeshore Radio	1010124837	1	Obsolete
2	Hamilton Buhl Radio	3600003794	1	Obsolete
3	Hamilton Buhl Radio	3600003782	1	Obsolete
4	Elemo	907284406	1	Obsolete
5	Lakeshore Radio	1010125235	1	Obsolete
6	Hear it	1404222645	1	Obsolete
7	Hear it	1502181343	1	Obsolete
8	Elemo	1604080001	1	Obsolete
9	iPod	1510215653	1	Obsolete
10	iPad	3600002371	1	Obsolete
11	iPad	TEA158795	1	Broken Screen
12	iPad	1402273604	1	Obsolete
13	iPad	1312234012	1	Obsolete
14	Vizio TV	1006142708	1	Broken
15	Hamilton Buhl Radio	3600003791	1	Obsolete
16	Epson Projector	604265757	1	Obsolete
17	Epson Projector	605025216	1	Obsolete
18	Desktop Dell	3600004541	1	Obsolete
19	Dell Laptop	1604210002	1	Broken
20	Epson Projector	605102351	1	Obsolete
21	Dell Hard-drive	1302124859	1	Obsolete
22	Desktop Dell	1302133719	1	Obsolete
23	Desktop Dell	1504272535	1	Obsolete
24	iPad	3600000513	1	Obsolete
25	Prowershred	205162913	1	Broken
26	Printer	908261418	1	Broken
27	Elemo	910234954	1	Obsolete
28	Desktop Dell	260000251	1	Obsolete
29	Desktop Dell	150427239	1	Obsolete
30	iPad	3600002366	1	Obsolete

Date: _____

Authorized Campus

Signature _____

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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	iPad	3600000338	1	Obsolete
2	iPad	3600000193	1	Obsolete
3	iPad	3600004928	1	Obsolete
4	Dell Laptop	1604220002	1	Obsolete
5	Chrome Lenovo	S/N:P206KRKK	1	doesn't belong to Loya
6	Desktop Dell	1403275628	1	Not in system/Obsolete
7	Shredder	205162918	1	Not in system/Obsolete
8	Subwoofer	S/N:2322DFMUS454460	1	Not in system/Obsolete
9	Access point	NO TAG	1	Not in system/Obsolete
10	Wireless Accesspoint	S/N:MDG30F104698	1	Not in system/Obsolete
11	Dell Laptop	S/N:6B73NV2	1	Not in system/Broken
12	DBBS Rado	3600003782	1	Not in system/Obsolete
13	iPad	1104070542	1	Not in system/Broken
14	iPad	1107050352	1	Not in system/Obsolete
15	iPad	1107073019	1	Not in system/Obsolete
16	iPad	1107073310	1	Not in system/Obsolete
17	iPad	1107050031	1	Not in system/Obsolete
18	iPad	1107050205	1	Not in system/Obsolete
19	iPad	1107050301	1	Not in system/Obsolete
20	iPad	1107073213	1	Not in system/Obsolete
21	iPad	1107073916	1	Not in system/Obsolete
22	iPad	1107072933	1	Not in system/Obsolete
23	Active Connect	S/N: GG14200001323	1	Not in system/Obsolete
24	Impact Acoustics	NO TAG	1	Not in system/Obsolete
25				
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Date: _____

Authorized
Signature

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