



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Jesus Martinez, Executive Director-Support Services  
**Subject:** March 2024, Non-Technology Fixed Asset Discards  
**Date:** April 17, 2024

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**HISTORY:** Campuses and departments periodically replace obsolete, broken or non-repairable items. We assist campuses and departments in removing these items to maximize space and minimize unnecessary item accumulation.

**RATIONALE:** To prevent unnecessary accumulation of obsolete, broken, or non-repairable fixed assets at all our campuses and departments, discard requests are now submitted monthly until further notice.

**BUDGET:** No budget impact

**ADMINISTRATIVE RECOMMENDATION:** For the Board of Trustees to declare the listed fixed assets as surplus or discards and authorize the administration to sell or dispose of them by any reasonable means.

**Please check one:** ☒ For approval    ☐ Report / Information only    ☐ Recognition only  
☒ Attachment Included

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*