

**BOARD OF TRUSTEES  
AGENDA**

<input type="checkbox"/>	<b>Workshop</b>	<input checked="" type="checkbox"/>	<b>Regular</b>	<input type="checkbox"/>	<b>Special</b>
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- (A)  **Report Only**  **Recognition**

**Presenter(s):**

**Briefly describe the subject of the report or recognition presentation.**

- (B)  **Action Item**  
**ISMAEL MIJARES, DEPUTY SUPERINTENDENT FOR BUSINESS AND FINANCE**  
**Presenter(s): LUIS VELEZ, PURCHASING DIRECTOR**

**Briefly describe the action required.**

**CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO DECLARE THE ATTACHED LIST OF ITEMS AS SURPLUS PROPERTY AND AUTHORIZE ITS DISPOSAL.**

- (C) **Funding source: Identify the source of funds if any are required.**

- (D) **Clarification: Explain any question or issues that might be raised regarding this item.**

**IN ACCORDANCE WITH BOARD POLICY CI, THE SCHOOL BOARD OF TRUSTEES MAY DISPOSE OF PROPERTY THAT IS NO LONGER NECESSARY FOR DISTRICT OPERATIONS AND SHALL DO SO FOR FAIR MARKET VALUE. IF THE SURPLUS PROPERTY HAS NO VALUE, SUCH PROPERTY SHALL BE DISPOSED OF ACCORDING TO ADMINISTRATIVE DISCRETION.**




# EAGLE PASS INDEPENDENT SCHOOL DISTRICT

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## MEMORANDUM

**To:** Mr. Ismael Mijares, Deputy Superintendent for Business and Finance

**From:** Mr. Luis A. Vélez, Purchasing Director  Luis A. Vélez  
2023.01.30  
18:23:16 -06'00'

**Date:** Monday, January 30, 2023

**Subject:** Request to declare property as surplus property

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Please consider this memorandum as a request to declare the attached list of items as surplus property due to their deteriorated condition, irreparability, and/or obsolescence.

In accordance with Board Policy CI, the school board may dispose of property that is no longer necessary for District operations and shall do so for fair market value. If the surplus property has no value, such property shall be disposed of according to administrative discretion. Administrative policy states that items shall be disposed of in the most cost efficient manner, including, but not limited to, selling/recycling at any price, giving away to a not for profit organization, or destroying the property.

Please contact me at the Department of Purchasing should you need any further information regarding this matter.

The Superintendent is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the Superintendent may dispose of such property according to administrative discretion.

Instructional materials shall be disposed of in accordance with law. [See CMD(LEGAL)]

Property obtained with federal funds or as federal surplus shall be managed in accordance with federal law.

