



Technology Department

19200 Cobb Avenue

Tornillo, TX 79853

Phone 915.765.3035

Fax 915.765.3099

MEMORANDUM

To:

From:

Subject:

Date:

HISTORY:

RATIONALE:

BUDGET IMPACT:

ADMINISTRATIVE RECOMMENDATION:

Vision: Believe we can succeed, with pride we will achieve.

Mission: The mission of the District is to educate and inspire students in a safe and supportive environment which will result in closing the achievement gap by preparing all students for college readiness and success in a global society.

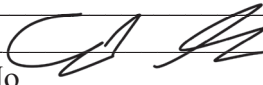
TTUHSC El Paso – Donation Transfer Request of Property

Instructions: Complete all sections of this form and submit it to **Property Management** for review and approval.

Section 1: TTUHSC EP Department Information

- **Requesting Department:** Texas Tech University Health Sciences Center El Paso Hunt School of Nursing
- **Department Contact Name:** Lorraine Ellis
- **Phone Number:** 915-215-6104
- **Email:** lorraine.d.ellis@ttuhsc.edu
- **Custodian Signature:** Lorraine Ellis

Section 2: Recipient Information

- **Organization Name:** Tornillo Independent School District
- **Recipient Contact Name:** Carlos Garcia
- **Title:** Technology Director
- **Address:** 19200 Cobb Ave.
- **City, State, ZIP:** Tornillo, TX, 798
- **Phone Number:** (915) 765-3000
- **Email:** GarciaC@tisd.us
- **Recipient Acknowledgment Signature:** 
- **IRS 501(c)(3) Nonprofit Status:** ☐ Yes ☒ No

Section 3: Property Details - Item Description:

TTUHSC El Paso Tag Number:

Serial Number:

Condition:

Estimated Value:

Section 4: Justification for Donation

Explain why the item(s) are no longer needed and how this donation serves a public or institutional benefit:

Section 5: Departmental Certification

I certify that the above-listed property is no longer required by my department, has been cleared of institutional data (if applicable), and has no current or foreseeable use within TTUHSC El Paso.

Requestor's Name (Printed): Carlos Garcia

Title: Technology Director

Custodian Signature:  **Date:** 7/28/2025



RE: *Important* Texas Tech University El Paso - 2025 - IT Equipment inventory

From Ellis, Lorraine D <Lorraine.D.Ellis@ttuhsc.edu>

Date Mon 7/21/2025 2:33 PM

To Gutierrez-Meraz, Alejandro <GutierrezmerazA@tisd.us>; Garcia, Carlos <GarciaC@tisd.us>

 1 attachment (142 KB)

TTUHSC El Paso Donation Fillable Form_E98486_Tornillo ISD_7.21.25.pdf;

CAUTION: This email originated from outside TISD organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Mr. Gutierrez-Meraz,

I hope this email finds you well. We would like to “officially” donate the Telepresence Unit to Tornillo ISD. Please complete **Sections 2 and 5** on the attached form. Note that I listed you as the Requester and you can sign as the Custodian. Please feel free to list and have someone else sign if needed. Once completed and signed, send to me for final signature and I will submit the form to property management for processing. Our Texas Tech Police department has been notified of the intended donation to Tornillo ISD. Please do not hesitate to contact me if you have any questions.

Take care,
Lorraine

From: Gutierrez-Meraz, Alejandro <GutierrezmerazA@tisd.us>

Sent: Monday, February 10, 2025 3:01 PM

To: Ellis, Lorraine D <Lorraine.D.Ellis@ttuhsc.edu>; Carlos Garcia <garciac@tisd.us>

Subject: Re: *Important* Texas Tech University El Paso - 2025 - IT Equipment inventory

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Here are the images requested:

