



June 24, 2025

Request for Authorization to Sell Surplus Copy Machines located within the Temple ISD.

The Finance Department respectfully requests authorization from the Temple ISD Board of Trustees to proceed with the sale of approximately 108 surplus copy machines that are scheduled to be replaced in July 2025 as part of the District's recent copier contract award. In accordance with Board Policy CI (Local), Temple ISD will solicit multiple qualified vendors to purchase the used copy machines to ensure fair market value and compliance with disposal procedures for District property. These machines, which have served their useful life across various campuses and departments, are no longer needed for District operations following the implementation of a new Copier contract with all new copiers.

Based on current assessments, the estimated market value of the used copiers is expected to return approximately \$35,000 to \$40,000 in total proceeds to the District. The Finance Department will ensure that all efforts to dispose of the equipment follow local policy and purchasing guidelines and will document the sale accordingly.

Recommendation: Approve the sale of Temple ISD old copier fleet by competitive sale of these surplus assets.