



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Jesus Martinez, Director-Support Services  
**Subject:** June 2022, Non Technology Fixed Asset Discards  
**Date:** July 20, 2022

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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 in departments, discard requests are now submitted on a monthly basis until further notice.

**BUDGET IMPACT:** No budget impact

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

**Please check one:**     For approval     Report / Information only     Recognition only

*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*