



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone: 915.872.3900
Fax: 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez- Chief Financial Officer
Vicente Rodriguez – Executive Director-Technology
Subject: Consider and Possible Board Action to approve Lease Financing Agreement with LEAF Capital Funding, LLC in connection with the New Lease Agreement for Copiers, Duplicators, Equipment and Services with Complete Office Technologies, Inc.
Date: June 10, 2026

HISTORY:

The district’s current three-year copy machine and duplicating machine lease will expire on June 30, 2026.

The proposed lease term for the new contract is 48 months, beginning July 1, 2026, and ending June 30, 2030. The quote presented two options for copy machines, including two with color capabilities featuring unlimited black-and-white copies, a per-copy color rate, and upgraded models for all equipment.

Based on equipment usage and accessory needs, Option 2 was recommended. Additionally, the District would like to continue its partnership with Complete Office Technologies, Inc., an awarded vendor under BuyBoard, for the new lease term.

During April 8, 2026, regular Board meeting, the Board approved the proposal to lease the equipment.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommends that the Board of Trustees review, consider and take appropriate action regarding the approval of the Lease Financing Agreement with LEAF Capital Funding, LLC in connection with the New Lease Agreement for copiers, duplicators, equipment and related services with Complete Office Technologies, Inc. Please refer to the attached documentation for additional details.

For Approval? Yes No

If not, please check one: Presentation Report Information

Please check if applicable: Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.