



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Vicente Rodriguez, Executive Director of Technology
Subject: May 2026 Technology Fixed Asset Discard
Date: June 10, 2026

HISTORY:

Campus and Departments periodically replace obsolete or non-repairable technology items. To aid the campuses and departments in removing these items to maximize space, the Technology Department will submit monthly disposal lists for approval.

RATIONALE:

The District Technology Department has reviewed the items on the attached lists and concurs with campus/department(s) administration to dispose of or sell the listed items.

BUDGET:

There is no budget impact.

ADMINISTRATIVE RECOMMENDATION:

For the Board to declare the fixed assets listed as surplus and authorize the administration to sell or dispose of items by any reasonable means.

For Approval? Yes No

If no, please check one: Presentation Report Information

Please check if applicable: Attachment Included

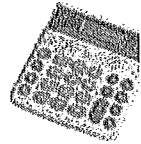
The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.

A Proud Community of Champions – Soaring to Excellence!

Child

Nutrition

Services



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	Cafeteria wireless phones	none	(3)	do not hold charge
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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24				
25				
26				
27				
28				
29				
30				

Date: 4/29/20

Authorized Campus Signature

Page 1 of 1



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons	
1	cafeteria	Phone (black)	Panasonic PNLCT040	1 set(4)	It doesn't hold a charge.
2					
3					
4					
5					
6					
7					
8					
9					
10					
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12					
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22					
23					
24					
25					
26					
27					
28					
29					
30					

Date 4/2/2026

Authorized Campus

Signature _____

Page 1 of 1



Fixed Asset Discard List

Other: _____

Excell

Loya

Campus (Please Check Appropriate Campus)

SE High School

Middle School

Alarcon

Borrego

Sambrano

Room#	Description	Tag Number/Serial	Qty	Comments/Reasons
1	Cafeteria Computer	2600002224	1	Damaged
2	Cafeteria Phones	N/A	4	Damaged
3	Cafeteria Tablet	10120011183	1	Damaged
4				
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26				
27				
28				
29				
30				

Date: 4-28-26

Authorized Campus
Signature [Signature]