



UNITED INDEPENDENT SCHOOL DISTRICT

MEMORANDUM

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets/Custodial Services Director ^{H6C}

THRU: Mike Garza, Associate Superintendent for Administration and Operation Services

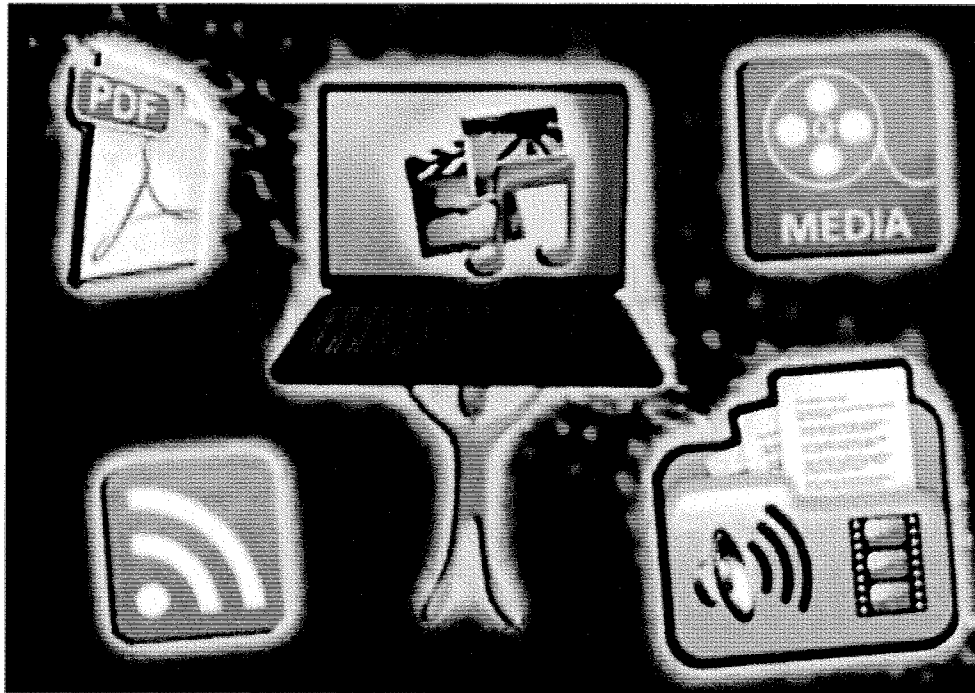
DATE: July 22, 2026

RE: Purchase of Mobile Learning Devices by United ISD Graduating Students

Attached is a list of Mobile Learning Devices that were purchased by graduating students at United High School (UHS), United South High School (USHS), John B. Alexander High School (AHS), and Lyndon B. Johnson High School (LBJHS). As per the attached page(s) from the United Independent School District Mobile Learning Device (MLD) Guidelines and Procedures Manual, graduating High School students are given the opportunity to purchase their assigned MLD for \$20.00. Quantities are as follows:

UHS	725
USHS	620
AHS	581
LBJHS	567

Please let me know if you have any questions on this matter.



United Independent School District

Mobile Learning Device (MLD)

Guidelines and Procedures Handbook

For Parent/Guardian & Students

2025-2026

Revised 8/18/2025 DIT

parent/guardian to establish a payment plan. Once the student is cleared with the device or the complete balance from the payment plan is paid, a new Chromebook will be issued. Otherwise, the student will be receiving a Chromebook from the existing inventory.

6th & 7th Grade

Students will continue to use their devices from the previous school year. Students new to the district will be issued a device.

8th Grade

Students will return the MLD device and all accessories, including charger and district-issued case. The Campus Technician will evaluate to determine the working condition of the device. If there is a cost incurred, the Librarian will contact the parent/guardian to establish a payment plan. Once the student is cleared with the device or the complete balance from the payment plan is paid, a new Chromebook will be issued. Otherwise, the student will be receiving a Chromebook from the existing inventory.

9th, 10th and 11th Grade

Students will continue to use their devices from the previous school year. Students new to the district will be issued a device.

12th Grade

Students scheduled to graduate will have their issued device evaluated to determine its condition for possible return or purchase. All graduates will be given the opportunity to buy a device that is more than four years old for \$20. If the student chooses to buy the device, the **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR EQUIPMENT SOLD TO STUDENT FORM** must be filled out and signed by both the parent and the student.

4th and 9th Grades

Eligibility for a NEW MLD other than 3rd and 8th Grades

- Students NEW to UISD for incoming school year are eligible for new device.
- Students who complete the payment of a lost, stolen, or broken device in 4th or 9th grade are eligible for a NEW MLD if the inventory is available. Check with the MS 8th Grade Librarian for the availability of the students' New devices from 8th grade.

Transferring From Campus to Campus within United ISD

A Student transferring within the District will travel with their device, charger, and case to the new campus. If the student never registers at the new campus, the District will use reasonable means to recover the MLD, which includes seeking the help of United ISD and/or Local Law Enforcement.



United Independent School District
Transfer/Disposal Form

Select If Transfer or Disposal:

DISPOSAL

Page 1

1

Highlighted cells must be typed.

E-MAIL to: fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Campus/Department Only

Requested Date: 05/11/26
Requested By: Griselida Gonzalez
Requested By: Griselida Gonzalez
Title: Librarian
Campus/Organization: 001 UNITED HIGH SCHOOL
Email: griselida.gonzalez@uisd.net
Phone: 473-5673
Fax: 473-1980
Approved By: [Signature]
Date: 5/11/26
Principal/Director/Fixed Assets Liaison: [Signature]

For Technology Equipment Only

Technician: [Signature]
E-mail: andyg@uisd.net
Phone: 5675
Date: 5/11/26

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, Etc., Projectors, Scanners, PADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (if Applicable)	Serial Number# (if Applicable)	Number of Items	Condition Good or Bad
1.) Please see attached "senior chromebook" sold for spring of 2026	☐	☐	725	
2.)	☐	☐		
3.)	☐	☐		
4.)	☐	☐		
5.)	☐	☐		
6.)	☐	☐		
7.)	☐	☐		
8.)	☐	☐		
9.)	☐	☐		
10.)	☐	☐		

Note: Item not to be right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a controlled location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net Please contact the Fixed Assets Department if you have any questions on any of the procedures.

For Transfers Only

Transferred To: Room No. If Applicable
Received By: [Signature]
Received By: [Signature]
Title: [Signature]
Date: [Signature]

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 001-TN-999-5-12-26-997
Fixed Assets Clerk: [Signature]
Date: 5-12-26

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: [Signature]
Campus Dept./Employee
(Verified Disposal Picked Up)
Date of Disposal: [Signature]
Disposal Completed Date: [Signature]



United Independent School District
Transfer/Disposal Form

Select If Transfer or Disposal:

DISPOSAL

Page **1**

1

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Campus/Department Only

Requested Date: **05/12/26**

Requested By: **J. Vaughn**

Requested By: *J. Vaughn*

Title: *Librarian*

Email: *vaughn@uisd.net*

Campus/Organization: **002 UNITED SOUTH HIGH SCHOOL**

Phone: **5400** Fax: **5499**

Approved By: *J. Vaughn*

Principal/Director/Fixed Assets Liaison

Date

For Technology Equipment Only

Technician: *Vose Yepel*

Technician: *J. S. M.*

E-mail: *veyepel@uisd.net*

Phone: *55448*

Date

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIO, Projectors, Scanners, PDAs, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) Senior Chromebooks SOLD- Spin g2026	☐	☐	620	
2.)	☐	☐		
3.)	☐	☐		
4.)	☐	☐		
5.)	☐	☐		
6.)	☐	☐		
7.)	☐	☐		
8.)	☐	☐		
9.)	☐	☐		
10.)	☐	☐		

Note: Items not checked to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net Please contact the Fixed Assets Department if you have any questions on any of the procedures.

For Transfers Only

Transferred To: *Room No. if Applicable*

Received By: *Signature*

Received By: *Signature*

Title: *Print*

Date

Phone: *Print* Email: *Print*

FIXED ASSETS DEPARTMENT USE ONLY

Control #: **002-TS-999-5-12-26-994**

Fixed Assets Clerk: *Signature*

5-12-26

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: *Signature*

Date of Disposal

Campus Dept./Employee
(Verified Disposal Picked Up)

Signature

Disposal Completed Date



United Independent School District
Transfer/Disposal Form

Select If Transfer or Disposal:

DISPOSAL

Page

1

Page

1

Highlighted cells must be typed.

E-MAIL for fixedassetform@uisd.net

Pickup Room#(s)/Bldg:

Library

Campus/Department Only

Requested Date: 05/11/26

Campus/Organization: 009 LYNDON B JOHNSON

Requested By: Raquel Ramon

Email: rramon@uisd.net

Phone: 5211

Fax: 5286

Requested By: *Ree Ramon*

Approved By: *Ree Ramon*

Date: 5/11/24

Title: Librarian

Principal/Director/Fixed Assets Liaison

For Technology Equipment Only

Technician: Carlos Terreros Jr

Signature: *[Signature]*

Date: 5/11/24

Email: Cterreros@uisd.net

Phone: 5125

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EKI, Projectors, Scanners, PABX, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) See attached TipWeb Report	☐	☐	567	
2.)	☐	☐		
3.)	☐	☐		
4.)	☐	☐		
5.)	☐	☐		
6.)	☐	☐		
7.)	☐	☐		
8.)	☐	☐		
9.)	☐	☐		
10.)	☐	☐		

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For Transfers Only

Transferred To: _____

Room/No: _____

(If Applicable)

Received By: _____

Print

Received By: _____

Signature

Date

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 009-73-999-5-12-26-996

Fixed Assets Clerk: _____

Signature

Date

5-12-26

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: _____

Signature

Date of Disposal

Campus Dept./Employee
(Verified Disposal Picked Up)

Signature

Date

Phone: _____

Email: _____

RESOLUTION

WHEREAS, the United Independent School District Board of Trustees declares that the property described on the attached list of personal property be declared surplus and not usable to the District,

WHEREAS, The Texas Education Code 11.151 (c) states, "The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the school district",

WHEREAS, United ISD Policy CI (Local) and administrative procedures prescribe the manner of the sale and disposition of surplus property,

WHEREAS, be it further resolved that the Superintendent is directed to dispose of the said property, using the following method:

To the December 2025 graduating students from United High School, United South High School and John B. Alexander High School for the unitary amount of \$20.00 each, as per the United Independent School District Mobile Learning Device (MLD) Guidelines & Procedures Manual

BE IT RESOLVED by a majority vote of the United Independent School District Board of Trustees at a lawfully called meeting of the Board on **July 22, 2026.**

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Michelle Molina
Secretary, Board of Trustees