



DAVIS JOINT UNIFIED SCHOOL DISTRICT SURPLUS ITEM REQUEST

The following items are required to be approved for surplus by the Board of Education:

- Any item with a purchase price of **\$500 or more**.
- Any item purchased as "equipment" or "furniture", regardless of purchase price.

Computer Equipment

- Please include ANY technology equipment (computers, printers, keyboards, etc) so that Technology can be notified of their deletion

Like items without individual inventory/serial or other identifying numbers may be grouped together, such as "140 student desks" or "50 ABC of Reading textbooks IBN #123456789".

District Inventory #	Description (books--include titles or IBN#)	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Location (Site Name)	Location
15517	Computer tower-Dell	DHS2LM1	Fair	Student Services	District Office
	HP Printer	SNCNHC5BC1WQ	Fair	Student Services	District Office
	Computer tower-Dell	Service Tag 790T0F1	Fair	Student Services	District Office
16699	Laptop	Service Tag D3RTXW1	Obsolete	Student Services	District Office
16351	Laptop	Service Tag HGQTXW1	Obsolete	Student Services	District Office
10861	Laptop	Service Tag 5ZNWTM1	Obsolete	Student Services	District Office
17103	Laptop	Service Tag CZF1SY1	Broken	Student Services	District Office
15595	Laptop	Service Tag DBR3LV1	Broken	Student Services	District Office

1. Fill out form as completely as possible.
2. Submit to Francisco Rojas in Technology, frojas@djud.net or fax 530-757-5300.
4. You will be contacted by Technology regarding disposal of items once Board approval has been received. You must store all items on site until contacted.

Completed By: Erin Grey-Merritt

Date Completed: 21-Feb-19

Contact Name: Erin Grey-Merritt

Contact Phone: 530-757-5300 ext 140