



## 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
No Tag (Less than \$300 new)	Brother Laser Fax Super G3	U63274F2J140283	Good	DD - Sp Ed	Sp Ed File Room
10873	Dell Laptop 6410		Very Slow	DD - Sp Ed	Sp Ed File Room
15428	Dell Laptop 6430		Very Slow	DD - Sp Ed	Sp Ed File Room

1. Fill out form as completely as possible.
2. Submit to Francisco Rojas in Technology, [frojas@djUSD.net](mailto:frojas@djUSD.net) or fax 530-757-5300.
3. You will be contacted by Technology regarding disposal of items once Board approval has been received. You must store all items on site until contact is received.
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Completed By: Jan Hlubik Date Completed: 1-Aug-19

Contact Name: Francisco Rojas Contact Number: 5307575300x117