



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
15538	Desktop w/2 Monitors		Obsolete	DO	Publications
10190	Desktop		Obsolete	DO	Publications

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: Monica Roque Date Completed: 7-Jun-19

Contact Name: Francisco Rojas Contact Number: 5307575300x117