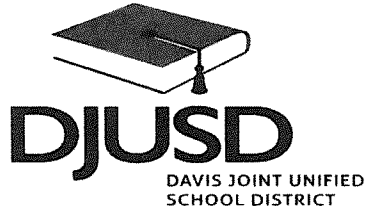


SURPLUS ITEM REQUEST

Maintenance & Operations Department
kmarcom@diusd.net



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 "15 computer keyboards".

[illegible]

1. Fill out form as completely as possible (electronic submission is preferred).
2. Submit to Maintenance & Operations (kmarcom@djud.net or fax 757-5321).
3. Copy Technology on any computer equipment (technology@djud.net or fax 757-5319).
4. You will be contacted by Maintenance regarding disposal of items once Board approval has been received. You must store all items on site until contacted.

Completed By: Maricela Ortega

Date Completed: 1/31/18

Contact Name:

Contact Phone: (530) 757-5425



Maintenance & Operations Department
kmarcom@djUSD.net

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

- ### Computer Equipment

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[illegible]

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Completed By: [Signature]
Contact Name: M. Orkesh

Date Completed: 2/8/18
Contact Phone: 757-5425