

DAVIS JOINT UNIFIED SCHOOL DISTRICT

SURPLUS ITEM REQUEST

Maintenance & Operations Department
 kmarcom@djud.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".

District Inventory #	Description	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Site Name	Location (Room #, area)
012058	Dell Hard drive/monitor	012058	Good	King	main hall
015964	Dell Harddrive/monitor	015964	Good	King	main hall
17667	Dell Harddrive/monitor	17667	Good	King	main hall
010210	Dell Optiplex 760/ ^{keyboard} monitor	010210	Good	King	main hall
	Key boards - 7		Good	King	" "

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
 Contact Name: _____

Date Completed: 1/31/18
 Contact Phone: (530) 757-5425

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District Inventory #	Description	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Site Name	Location (Room #, area)
015027	Desktop computers,		Good but	King	3
010871	monitors, keyboards,		haven't been		
	mice, cables		used in awhile.		
	(two of each)		very slow to		
			log in.		

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Completed By: 
 Contact Name: M. Or. kgn

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