



# DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department  
maintenance@djUSD.net

## 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 "15 computer keyboards".

District Inventory #	Description	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Site Name	Location (Room #, area)
015685	dell CPU	7DC3XR1	Doesn't work	DHS	Finance office
	<del>del keyboard</del>	<del>del keyboard</del>	<del>del keyboard</del>	<del>DHS</del>	<del>Finance office</del>
	<del>del mouse</del>	<del>del mouse</del>	<del>del mouse</del>	<del>DHS</del>	<del>Finance office</del>
	BOX FULL OF MISCELLANEOUS CABLES	(some don't work, computer ethernet, some new cables, etc)		DHS	Finance office.
	Dell keyboard.	CN-01HF2Y-71016-1AM-07BK-A00	Doesn't work	DHS	Finance office
	Dell keyboard	CN-06W010-71016-53L	Doesn't work	DHS	Finance office.
	Logitech mouse	LC10710202	Doesn't work	DHS	Finance office.
	calculator (prints)	22055012	Doesn't work	DHS	Finance office

1. Fill out form as completely as possible (electronic submission is preferred).
2. Submit to Maintenance & Operations (maintenance@djUSD.net or fax 757-5321).
3. Copy Technology on any computer equipment (technology@djUSD.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: JUNETA KAWIN

Date Completed: 3-15-18

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)