



DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department
 kmarcom@djud.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)
none	Dell keyboard # unusable (wired)	CN 074PH-76731	55E-001-A-AD1 Fair	D.O.	Business Services
	Microsoft keyboard	0065809354760	Fair		
	4 computer mouse				
	various cords-wires				
	boxed keyboard	7687605883807	Fair		
015522	Dell Laptop Latitude E6410	3KSWRM1	obsolete/old		
013261	Dell Laptop Latitude D380	44615DG1	obsolete/old		
	Time stampen RapidPrint	RA: 557883	Broken (does not keep time)		

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: Cheryl Ozga
 Contact Name: Cheryl Ozga

Date Completed: 3/6/18
 Contact Phone: 757-5300 x122