



## DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department  
[khoward@djud.net](mailto:khoward@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)
	Dell Wired Keyboard	DP/N 0N6250	NEW	Induction room 4 D.O.	Room 4 Induction
	Dell Wired Keyboard	DP/N 0DJ425	NEW	Induction room 4 D.O.	Room 4 Induction
	2 Dell Docking Station	DP/N 0GH051	NEW	Induction room 4 D.O.	Room 4 Induction
	5 Dell Docking Station	DP/N 0HD303	NEW	Induction room 4 D.O.	Room 4 Induction
	8 Wireless Video Adapter		Obsolete	Induction room 4 D.O.	Room 4 Induction
	2 Computer Keyboards		Broken/obsolete	Induction room 4 D.O.	Room 4 Induction
	Lamination Pouches for ID badges	LP07GEP	New	Induction room 4 D.O.	Room 4 Induction
	2 Dell Docking Stations		Obsolete	Induction room 4 D.O.	Room 4 Induction
	2 Computer Monitors		Obsolete - HUGE	Induction room 4 D.O.	Room 4 Induction

1. Fill out form as completely as possible (electronic submission is preferred).
2. Submit to Maintenance & Operations ([khoward@djud.net](mailto:khoward@djud.net) or fax 757-5321).
3. Copy Technology on any computer equipment ([technology@djud.net](mailto: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: Barbara Mills

Date Completed: 4/14/2017

Contact Name: Barbara Mills

Contact Phone: 757 5300 x 136