



DAVIS JOINT UNIFIED SCHOOL DISTRICT

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 "50 ABC of Reading textbooks ISBN #123456789"

District Inventory #	Description (books--include titles or ISBN#)	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Location (Site Name)	Other
012052	Dell comp	BWB6J4	good working?	DACE	
012846	Dell comp	5CKDCG4	good working?	DACE	
013230	Scan Mate ES2260	ED-01752	obsolete	DACE	
—	Dell monitor	E1S1FP	obsolete	DACE	
—	HP Deskjet 970 Cxi	MX99T1D11G	unknown	DACE	
—	Assorted cables	—	Generally Good	DACE	
010185	Dell laptop case	PD02X	Good unknown	DACE	
09814	Dell laptop case	PD10L	Good unknown	DACE	
010185	Logitech roller mouse	804378-000	unknown mouse	DACE	
—	Logitech Ware wireless	820-000396	unknown mouse	DACE	
—	Dell Dell keyboard	—	unknown	DACE	
—	Scatron 888P+	K-10771	obsolete	DACE	
—	Maxwell UB60 tape x12	—	obsolete	DACE	
—	Docking Station x3	—	old model	DACE	

1. Fill out form as completely as possible.
2. Submit to Maintenance & Operations (maintenance@djUSD.k12.ca.us or fax 757-5321).
3. Copy Technology on any computer equipment (technology@djUSD.k12.ca.us 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: Henry S. Gundersen III

Date Completed: 5.17.17

Contact Name: Valerie Shaw

Contact Phone: (530) 757-5380