



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 IBN #123456789".

District Inventory #	Description (books--include titles or IBN#)	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Location (Site Name)	Other
	59 D630 Laptops	D630	Obsolete	Da Vinci Room 9	
	1 Projector 1510x	1510x	Broken	Da Vinci Room 9	
	3 Dell Docs	A02	Broken	Da Vinci Room 9	
	Latitude 2100	16068	Broken	Da Vinci Room 9	
	7 Chrome Books	BKYH722	Broken	Da Vinci Room 9	
	1 Brother Printer	6508	Broken	Da Vinci Room 9	
	1 HP Printer	R2YS	Broken	Da Vinci Room 9	
	7 D630 Parts		Broken	Da Vinci Room 9	
	16 Dell Keyboards		Broken	Da Vinci Room 9	
	24 Dell TC030 Batteries	REV A02	Broken	Da Vinci Room 9	
	21 Computer Screen	A00	New	Da Vinci Room 9	
	1 Laser Jet 2100			Da Vinci Room 9	
	2 Motherboard	10L2	New	Da Vinci Room 9	
	1 HP Keyboard	A00		Da Vinci Room 9	
	19 Dell Chargers		Broken	Da Vinci Room 9	
	6 Cisco Boxes	REV A02		Da Vinci Room 9	
	2 Cisco Airports	E05FB95F1E0	Broken	Da Vinci Room 9	
	1 Mr. Coffee Machine		Broken	Da Vinci Room 9	
	5 Air-Ant1728		Broken	Da Vinci Room 9	
	4 Extension Chords	CTE-430	Broken	Da Vinci Room 9	

1. Fill out form as completely as possible.
2. Submit to Maintenance & Operations (maintenance@djsd.k12.ca.us or fax 757-5321).
3. Copy Technology on 1 Wacom Pen, Mouse, Tablet
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: