



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
	2 Headphones	138036	Broken	Emerson Library	
KB2121B	Keyboard		Broken	Emerson Library	
	Mouse	LZC04612387	Broken	Emerson Library	
	Computer	7SMI 1	Broken	Emerson Library	
	Speakers		Broken	Emerson Library	
57-651	VCR-DVD Player		Broken	Emerson Library	
57-813	Color Scanner	CD0631101F	Obsolete/Incomplete	Emerson Library	
115851	Calculator		Broken	Emerson Library	
T110569SW 37171	Keyboard		Broken	Emerson Library	
125670001	Keyboard		Broken	Emerson Library	
K13212	Keyboard		Broken	Emerson Library	
12567-001	Keyboard		Broken	Emerson Library	
ON-00j33171616 81P0A7P	Keyboard		Broken	Emerson Library	
S7384	DVD player/VHS		Broken	Emerson Library	

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: Ximena Diez-Jackson

Date Completed: 26-May-17

Contact Name: Ximena Diez-Jackson

Contact Phone: 530-757-5430 Ext. 157



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1	Keyboard (Dell)	CN-054628-71616	54-04B7 (good)	emerson	
1	Keyboard (Logitech)	Model # K120	broken	emerson	
1	computer	10907	obsolete	emerson	
3	monitor cords	—	good	emerson	
2	computer power cords	—	good	emerson	

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Completed By: Snow Hernandez

Date Completed: 5/25/17

Contact Name: Riley Chessman

Contact Phone: Emerson x 241