



**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
10980	Dell 3100 laser printer	1763r 71	old	Korematsu computer Lab b13 near the outside door, on the floor. <b>Do NOT take the Blue or Green bags near the door!!</b>	
	HP OfficeJet 4500 printer	CN 17LG1508	old		
	Sony boombox		old		
	HP desk jet 3521 printer	CN2 8T132FR	old		
11566	DEST top OptiPlex SX 280 with monitor and power suppl	CMT2871	old		
11575	DEST top OptiPlex SX 280 with monitor and power suppl	8MT 2b 71	old		
	HP LaserJet 4100n printer		old		
195	HP LaserJet 4050n printer		old		
	HP OfficeJet 6500 a printer	CN 139210HZ	not working		
	HP OfficeJet 6500 wireless Printer	TH06L220XX	not working		
	HP OfficeJet 6700 premium printer	cn2553H0GY	not working		
10970, 10854, 10852	<b>3</b> desktop OptiPlex 210 L	24ZWLB1, BL5GBP1, 6M5GBB1	old		
11988	Dell projector 3200 MP	5TK8081	old		
	Sony DVD VCR	SLV – ED370P	old		
na	<b>2</b> keyboards <b>2</b> mice		old		

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

Date Completed: May 26th, 2017