



## 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<br>b13 near the outside door,<br>on the floor.<br><b>Do NOT<br/>take the Blue<br/>or Green<br/>bags near<br/>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@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: Julie Cuetara

Date Completed: May 26th, 2017