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
	TV		obsolete	NDE	Computer Lab - back of room
	Dell LCD monitors		obsolete	NDE	Computer Lab - back of room

1. Fill out form as completely as possisble.
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: Richard Marquez

Date Completed: 25-May-17

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