



**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	Patwin	Library (Back Room)
	BoomBox		obsolete	Patwin	Library (Back Room)
	Keyboards 2		obsolete	Patwin	Library (Back Room)
	Laptops Dell 510 (5)		obsolete	Patwin	Library (Back Room)
	HP Laser Printers 2		Broken	Patwin	Library (Back Room)
	Dell Computer		obsolete	Patwin	Library (Back Room)
	Dell Servers 2		obsolete	Patwin	Library (Back Room)

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: Richard Marquez

Date Completed: 25-May-17

Contact Name: Richard Marquez

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