

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
Na	Dell projector model number 1100MP	191KY51	Old	Do NOT take the cart!!	
11563	Desktop computer OptiPlex SX280 with screen and power	6lt2b71	Old		
11574	Desktop computer OptiPlex SX280 with screen and power	Fht2b71	Old		
Na	Keyboard	Na	Old		
Na	HP LaserJet printer 4100	Na	Old		
10856	Desk top computer Dell 210 L	8M5GBB1	Old		
Na	HP OfficeJet 6600	Cz155a	not working		
6926	HP LaserJet 4L	C 2003a	old		
Na	Dell projector model number 1100MP	9B1KY51	not working		
15622	Tell projector for 4210x	GJ225M1	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

Contact Name: Julie Cuetara

Contact Phone: 530-400-8152