



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 |
|----------------------|---|---------------------------------|---|----------------------|-------|
| 1 | EIA ENCLOSURE | 01-02495 | FAIR / BROKEN | M30 | |
| 9 | EIA ENCLOSURE | 01-02485 | FAIR / BROKEN | M30 | |
| 12 | EIA ENCLOSURE | 01-02493 | FAIR / BROKEN | M30 | |
| 2-8,10,11,13 | 10 EIA ENCLOSURE | N/A | FAIR / BROKEN | M30 | |
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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.

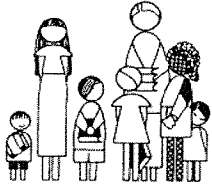
'17 APR 3 PM2:56

Completed By: JAMES REILLY

Date Completed: 04/03/2017

Contact Name: _____

Contact Phone: _____



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|----------------------|---|---------------------------------|---|----------------------|-------|
| | Dell Power Edge 2600 | 58041651 | Obsolete | DO | |
| 080903 | " | 23VCW41 | Obsolete | " | |
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Completed By: [Signature]

Date Completed: 6/1/17

Contact Name: _____

Contact Phone: _____