



# 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
10650	Dell Computer Tower	Serial #: 8J5CLF1		District Office/ English Learners	
	Dell Computer Screen	Model #: 1708FPb		District Office/ English Learners	
	HP printer OfficejetPro L7580	Serial #: MY82Q620FT		District Office/ English Learners	
	HP printer OfficejetPro 8500	Serial #: MY93v2209Z		District Office/ English Learners	
	Corner Desk	unknown		District Office/ English Learners	

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: Maria Gonzalez (EL)

Date Completed: 5-May-17

Contact Name: Maria or Ricardo (EL)

Contact Phone: (530) 757-5300-ext 191