



# DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department  
[khoward@djUSD.net](mailto:khoward@djUSD.net)

## 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 "15 computer keyboards".

District Inventory #	Description	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Site Name	Location (Room #, area)
None	Logitech Keyboard MK200	1550SY04EFM8	Missing J key	Business Services	Hallway between
None	Dell wireless keyboard	CN-0x3KRC-56732-4C3-02QK-A02	Keystrokes not recognized	Business Services	Fiscal and Business
None	CD storage unit - plastic	none	Fair - Obsolete	Business Services	Services - on top
016923	Dell Printer color C3760dn		Not working properly	Business Services	of File Cabinets
08996	HPLaserjet5 C3916A		Not working properly	Business Services	All items marked
014117	Dell Laptop Latitude D800	Business Services ASBAL018	Fair - Obsolete	Business Services	SURPLUS
None	Case Logic rolling laptop case				
	with cords				

1. Fill out form as completely as possible (electronic submission is preferred).
2. Submit to Maintenance & Operations ([khoward@djUSD.net](mailto:khoward@djUSD.net) or fax 757-5321).
3. Copy Technology on any computer equipment ([technology@djUSD.net](mailto:technology@djUSD.net) 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:

*Cheryl Ozga*

Date Completed:

7-27-17

Contact Name:

*[Signature]*

Contact Phone:

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