



## 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
15510	Dell Laptop, docking station, mouse	9127685953	obsolete	Instructional Services/ monica's desk area	
17073	Dell Laptop, docking station		obsolete	Instructional Services/ monica's desk area	
12053	Dell Laptop	16439507965	obsolete	Instructional Services/ monica's desk area	
	Printer	898E4196	Broken	Instructional Services/troy's office	

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: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_