

R:\Forms and Documents\Fiscal Services\Surplus Item Form.xls



DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department
maintenance@djsud.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)
EXAMPLE	Dell Monitor		good	DHS	Attendance office
	2 hp printers-counselors		does not work	DHS	counseling office

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

Date Completed: 9/19/2017

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)



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EXAMPLE	Dell Monitor		good	DHS	Attendance office
15650	Dell Computer and monitor		Good	DHS	Career Center
17422	Dell Computer and monitor		Good	DHS	Career Center

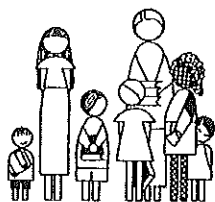
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Completed By: Julie Clayton

Date Completed: 9/8/2017

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)



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EXAMPLE	Dell Monitor		good	DHS	Attendance office
	Dell monitor	CN-0K4M1H0-74445-12M-CATC6	good	DHS	Gym Storage
	Dell monitor	CN-0K4M1H0-71618-12M-CATC6	good		
	Dell Computer	BR90P-2X2CV-9A1M1C-DBVPR-CGP6B	good		
	EMERSON DVD/VHS PLAYER	052451980	old		
	Samsung ~60 inch TV	Z66C3C-XCA1350584	new/good		
	PHILIPS ~24 inch TV	770136004	old		
	HP Laser Jet Printer/fax	N/A	UNKNOWN		
	HP Desk Jet 5550	M426M1P2C1	UNKNOWN		
	Stereo ~24 inch TV	451705	old		
	Sharp microwave	87262	old		
	Dell monitor	CN23HP	old		
	HP Printer	CNHC10N0YN	UNKNOWN		
	HP Photosmart Printer/Scanner	3NPKB-0121	UNKNOWN		

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Completed By: _____

Date Completed: _____

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)



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EXAMPLE	Dell Monitor		good	DHS	Attendance office
	3M overhead projector	DJUSD T1G-752-787	Unknown	DHS	Gym Storage
	Dell monitor	120220403 08912	Unknown		
	EPSON Perfection scanner	EPX069788	Unknown		
	Dell monitor	CV232775	Unknown		
	3M approach belt and disk sander	1237	Old		
	Dell computer	HJNR1B1	Unknown		
	Dell computer	GGNR1B1	Unknown		
	HP printer 935C	MX0301D1AN	Unknown		
	Dell monitor	MX-030VFF-17100-006-HOVR	Unknown		
	Epson printer	1577K27204B	Fine		
	4 Keyboards				
	Epson perfection 2400	ES0W133243	unknown		
	Boston pencil sharpener	00517331	Good		

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Completed By: _____

Date Completed: _____

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)



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EXAMPLE	Dell Monitor		good	DHS	Attendance office
	Dolby Tape Deck/CD Player	m20003161 8005	poor in condition	DHS	PAS-hallway
	Yamaha Clarivox keyboard	01959	Poor	DHS	PAS-hallway

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Completed By: Tom Slabaugh

Date Completed: 6/26/17

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)



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EXAMPLE	Dell Monitor		good	DHS	Attendance office
n/a	Sony TV	n/a	obsolete	D8HS	P24

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Completed By: K. Curry

Date Completed: 9/11/17

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)