



# DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department  
 maintenance@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)
EXAMPLE	Dell Monitor		good	DHS	Attendance office
015953	Dell Computer	DKXGVD	outdated	DHS	Principal Office
	Dell Keyboard	CN-07VNY7-	75731 good	DHS	Principal Office
	Dell monitor	CN-0MCO40-64K80-64D-1MFK		DHS	Principal Office
	various cables		good condition	DHS	Principal Office

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

Date Completed: 9/20/17

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)





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[maintenance@djud.net](mailto:maintenance@djud.net)

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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-024M1H0-74445-12W-CATC6	good	DHS	Gym Storage
	Dell monitor	CN-024M1H0-71618-23W-7E81	good		
	Dell Computer	BR90P-2X2CV-9A1M1C-DBVPR-C6P6B	good		
	EMERSON DVD/VHS PLAYER	052451900	old		
	Samsung ~30 inch TV	Z66C3CXCX850584	new/good		
	PHILLIPS ~24 inch TV	770330008	old		
	HP Laser Jet Printer/Scanner	N/A	UNKNOWN		
	HP Desk Jet 5550	M426M1P2C4	UNKNOWN		
	Stereo ~24 inch TV	451705	old		
	Sharp microwave	87262	old		
	Dell monitor	CN231P	old		
	HP Printer	CNHC10N0YN	UNKNOWN		
	HP Photosmart Printer/Scanner	3NPKB-0121	UNKNOWN		

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Completed By: \_\_\_\_\_

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

Contact Name: Kate Prien

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EXAMPLE	Dell Monitor		good	DHS	Attendance office
	3M overhead projector	753-787	UNKNOWN	DHS	Gym Storage
	Dell monitor	120220403 08912	UNKNOWN		
	EPSON PERFECTION scanner	EPX069788	UNKNOWN		
	Dell monitor	CN231715	UNKNOWN		
	3M copier belt and disk sharpener	1237	Old		
	Dell computer	HJNR1B1	UNKNOWN		
	Dell computer	GNR1B1	UNKNOWN		
	HP printer 935C	MX0301D1AN	UNKNOWN		
	Dell monitor	MX030VFF-1700-006-NOVA	UNKNOWN		
	Epson printer	1577K272040	Fine		
	4 Keyboards				
	Epson perfection 2400	ES0W133243	unknown		
	Boston pencil sharpener	02517331	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
	Coby radio	1275006868	working	DHS	Gym Storage
	Sharp Microwave	05765	unknown		
	Janome Sewing Machine	05050 Faxi-09749	unknown		
	Toshiba Storage box	Y35AGL 1G5U17	unknown		
	CS 800 Professional Stereo	D78035	unknown		
	EPSON Printer	ELFK363014	unknown		
	Dell Monitor	CN2317P			

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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	PA 5-hallway

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Completed By: Tom Stabaugh

Date Completed: 6/26/17

Contact Name: Kate Prien

Contact Phone: 757-5400 (102)

