DAVIS JOINT UNIFIED SCHOOL DISTRICT

SURPLUS ITEM REQUEST

Maintenance & Operations Department
khoward@djusd.net

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)
10166	HP 4600 laser jet printer	JPBGF44388	Broken and Obsolete	Facilities	Main Office

1. Fill out form as completely as possible (electronic submission is preferred).
2. Submit to Maintenance & Operations (kmarcom@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: Maureen Poole

Date Completed: 9/15/2017

Contact Name: _____

Contact Phone: _____