

		DAVIS JOINT UNIFIED SCHOOL DISTRICT		SURPLUS ITEM REQ	
		Maintenance & Operations Department			
		kmarcom@djud.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 com					
District Inventory #	Description	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Site Name	Location (Room #, area)
	6 projector screens		good	Holmes	G45; area behind shop in shed and sea container
	1 box table misc		good		
	1 box table legs		good		
	10 Tory TP dispensers		good		
	1 flat screen TV		unknown		(sea container)
	1 TV		unknown		(sea container)
	1 Magnovox DVD player		unknown		
	2 smart projector screens		unknown		
	2 boxes misc		unknown		
	6 HP laser printers		unknown		
	5 HP scanners (1 in box)		unknown		
	4 Epson LCD projectors		unknown		
	2 Dell LCD projectors		unknown		
	1 Office Jet		unknown		
	1 box Wacom tablets		unknown		
	10 HP printers		unknown		
#25595	1 JVC camera		unknown		
#09570	1 Accel scanner		unknown		
#11596	1 Dell CPU/monitor		unknown		
#10794, #12577, #10165, #12584	4 Dell laptop computers		unknown		
1. Fill out form as completely as possible (electronic submission is preferred). 2. Submit to Maintenance Dept (kmarcom@djud.net or fax 757-5321). 3. Copy Technology on any computer equipment (technology@djud.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:		Date Completed:			
Contact Name: Jim High		Contact Phone: 530.400.9824			