



DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department
khoward@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)
9920	Dell CPU x240	00019-043-090-611	unknown	District Office	closet off of the kitchen in the DO
none	Dell Monitor		unknown	District Office	closet off of the kitchen in the DO
none	Dell keyboard		unknown	District Office	closet off of the kitchen in the DO
none	Cell mouse		unknown	District Office	closet off of the kitchen in the DO
none	HP Fax Machine		unknown	District Office	closet off of the kitchen in the DO

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

Date Completed: _____

Contact Name: _____

Contact Phone: _____