



## DAVIS JOINT UNIFIED SCHOOL DISTRICT

## 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 "50 ABC of Reading textbooks IBN #123456789".

District Inventory #	Description (books--include titles or IBN#)	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Location (Site Name)	Other
n/a	Chromebooks - 61 count	Dell 11	Broken	DVJHS	
n/a	Dell 2100 - 5 Count	Dell 2100	Broken/Obsolete	DVJHS	
15879	Dell 1510X Projector: 3 count	Dell 1510X	Broken	DVJHS	

1. Fill out form as completely as possible.
2. Submit to Maintenance & Operations (maintenance@djUSD.k12.ca.us or fax 757-5321).
3. Copy Technology on any computer equipment (technology@djUSD.k12.ca.us 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:

13-Sep-17

Contact Name: Annie Nelson

Contact Phone: 530-759-1615