



# DAVIS JOINT UNIFIED SCHOOL DISTRICT

# SURPLUS ITEM REQUEST

The following items are required to be approved for surplus by the Board of Education:

## Computer Equipment

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	HP Desktop	MXL9230BY8	Obsolete	MME	
N/A	HP Desktop	MXL9230B2D	Obsolete	MME	
N/A	HP Desktop	MXL9230BXR	Obsolete	MME	
N/A	HP Desktop	MXL91508L5	Obsolete	MME	
N/A	HP Desktop	MXL91508M0	Obsolete	MME	
N/A	HP Desktop	MXL9230BYM	Obsolete	MME	
N/A	HP Desktop	MXL91508LH	Obsolete	MME	
N/A	HP Desktop	MXL91508MC	Obsolete	MME	
N/A	HP Desktop	MXL91508LX	Obsolete	MME	
N/A	HP Desktop	MXL91508M9	Obsolete	MME	
N/A	HP Desktop	MXL9230C02	Obsolete	MME	
N/A	HP Desktop	MXL9230C09	Obsolete	MME	
N/A	HP Desktop	MXL9230BYJ	Obsolete	MME	
N/A	HP Desktop	MXL820051W	Obsolete	MME	
N/A	HP Desktop	MXL820051Y	Obsolete	MME	
N/A	HP Desktop	MXL9230BXS	Obsolete	MME	
15021	Dell Desktop	JGYZVL1	Obsolete	MME	
15859	Dell Desktop	IMTNJQ1	Obsolete	MME	
15850	Dell Desktop	IMXNJQ1	Obsolete	MME	
18173	Dell Desktop	BLKCN22	Good	MME	
N/A	25 Monitors	N/A	Good	MME	
N/A	30 Keyboards	N/A	Good	MME	
N/A	1 HP LaserJet 2420 Printer	N/A	Obsolete	MME	

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

Contact Name: \_\_\_\_\_