



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
13965	Dell Desktop	40ZR4J1	Obsolete	PIO	
15615	Dell Desktop	H80BVN1	Obsolete	PIO	
15620	Dell Desktop	JQ23HQ1	Obsolete	PIO	
15675	Dell Desktop	JQ30HQ1	Obsolete	PIO	
15619	Dell Desktop	JQ22HQ1	Obsolete	PIO	
15612	Dell Desktop	8JKWFN1	Obsolete	PIO	
15929	Dell Desktop	JQ2YGQ1	Obsolete	PIO	
15614	Dell Desktop	7JKWFN1	Obsolete	PIO	
15613	Dell Desktop	9JKWFN1	Obsolete	PIO	
13479	Dell Desktop	HD1Z3D1	Obsolete	PIO	
10975	Dell Desktop	7K1Z3D1	Obsolete	PIO	
13398	Dell Desktop	2G1Z3D1	Obsolete	PIO	
17070	Dell Desktop	6KXK6Y1	Good	PIO	
17067	Dell Desktop	6KYH6Y1	Good	PIO	
15596	Dell Desktop	5ZGV3V1	Good	PIO	
N/A	13 Monitors	N/A	Good	PIO	
N/A	18 keyboards	N/A	Good	PIO	
N/A	1 TV	N/A	Good	PIO	

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

Date Completed: 27-Feb-18

Contact Name: _____

Contact Phone: _____