



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 | JQ2YGG1 | 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: _____