



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 #1234567:

District Inventory #	Description (books--include titles or IBN#)		Condition (e.g. Good, Broken, Obsolete)	Location (Site Name)	Other
	Misc electronics / cables	N/a	Obsolete	North Davis	computer lab (rear corner)
	lcd screens 5	n/a	obsolete	North Davis	computer lab (rear corner)
	laptops (19)	dell/mixed vendor	obsolete	North Davis	computer lab (rear corner)
	Optiplex 755 (total 31)	Dell desktops	obsolete	North Davis	computer lab (rear corner)
	Optiplex (total10)	Dell desktops	Obsolete	North davis	computer lab (rear corner)
	TV (Total 2)		Obsolete	North davis	computer lab (rear corner)

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

Date Completed: 26-Feb-18

Contact Name: Richard Marquez

Contact Phone: 530-757-5300