



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
	Copier tray	N/a	Broken	Patwin	computer lab (Front of room)
	Laptop cart	n/a	obsolete	Patwin	computer lab (Front of room)
	2 Computer Desks	n/a	obsolete	Patwin	computer lab (Front of room)
	10 Laptops	Dell	obsolete	Patwin	computer lab (Front of room)
	3 LCD monitors	Mixed Vendor	Obsolete	Patwin	computer lab (Front of room)
	2 Desktops	Dell 755	Obsolete	Patwin	computer lab (Front of room)
	6 large format printers (HP)	HP / Mixed Vendor	Obsolete	Patwin	computer lab (Front of room)
	3 HP printer Tray addons	n/a	Obsolete	Patwin	computer lab (Front of room)

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: Richard Marquez

Date Completed: 26-Feb-18

Contact Name: Richard Marquez

Contact Phone: 530-757-5300