



DAVIS JOINT UNIFIED SCHOOL DISTRICT

Maintenance & Operations Department
maintenance@djsd.net

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 "15 computer keyboards".

District Inventory #	Description	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Site Name	Location (Room #, area)
None	Canon Image Class MF6540 All In One Printer/Copier	(21) DKG13831	Broken	DSIS	Office
	HP Office Jet All In One Printer/Copier	CN983CBITJ	Obsolete	DSIS	Office

1. Fill out form as completely as possible (electronic submission is preferred).
2. Submit to Maintenance & Operations (maintenance@djsd.net or fax 757-5321).
3. Copy Technology on any computer equipment (technology@djsd.net 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: Cindy Martell

Date Completed: 4/12/2018

Contact Name: Cindy Martell

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