



**DAVIS JOINT UNIFIED SCHOOL DISTRICT**

Maintenance & Operations Department  
 khewars@djUSD.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)
N/A	2 white Smart boards	N/A	Good	HWH	G-45 Shed
013988	Dell CPU				
BPRHLS1					
4026XR1					
FPRHW1					
9QRHLS1					
7GRHLS1					
5QRHLS1					
HRHLS1					
Notag	Dell				
N/A	8 Dell monitors				
1	2 dock Stations	Dell	Broken		

1. Fill out form as completely as possible (electronic submission is preferred).
2. Submit to Maintenance Dept (kmarcom@djUSD.net or fax 757-5321).
3. Copy Technology on any computer equipment (technology@djUSD.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: James High

Date Completed: 5-15-18

Contact Name: \_\_\_\_\_

Contact Phone: 400-9824