



## 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".

<b>District Inventory #</b>	<b>Description (books--include titles or IBN#)</b>	<b>Serial/other identifying number</b>	<b>Condition (e.g. Good, Broken, Obsolete)</b>	<b>Location (Site Name)</b>	<b>Other</b>
n/a	Misc Cables/Keyboards	n/a	Obsolete	North Davis	North Davis Computer Lab
13697	Dell Optiplex 754 - Black	808B4D1	Obsolete	North Davis	North Davis Computer Lab
13685	Dell Optiplex 754 - Black	6S8B4D1	Obsolete	North Davis	North Davis Computer Lab
13510	Dell Optiplex 754 - Black	9V8B4D1	Obsolete	North Davis	North Davis Computer Lab
13693	Dell Optiplex 754 - Black	CY3B4D1	Obsolete	North Davis	North Davis Computer Lab
13694	Dell Optiplex 754 - Black	CX8B4D1	Obsolete	North Davis	North Davis Computer Lab
13688	Dell Optiplex 754 - Black	5T8B4D1	Obsolete	North Davis	North Davis Computer Lab
13506	Dell Optiplex 754 - Black	F19B4D1	Obsolete	North Davis	North Davis Computer Lab
13690	Dell Optiplex 754 - Black	CX8B4D1	Obsolete	North Davis	North Davis Computer Lab
13508	Dell Optiplex 754 - Black	C09B4D1	Obsolete	North Davis	North Davis Computer Lab
13700	Dell Optiplex 754 - Black	C29B4D1	Obsolete	North Davis	North Davis Computer Lab

13702	Dell Optiplex 754 - Black	B19B4D1	Obsolete	North Davis	North Davis Computer Lab
13703	Dell Optiplex 754 - Black	9V8B4D1	Obsolete	North Davis	North Davis Computer Lab
13684	Dell Optiplex 754 - Black	J19B4D1	Obsolete	North Davis	North Davis Computer Lab
13504	Dell Optiplex 754 - Black	DT8B4D1	Obsolete	North Davis	North Davis Computer Lab
13691	Dell Optiplex 754 - Black	JX8B4D1	Obsolete	North Davis	North Davis Computer Lab
13502	Dell Optiplex 754 - Black	909B4D1	Obsolete	North Davis	North Davis Computer Lab
13689	Dell Optiplex 754 - Black	2V8B4D1	Obsolete	North Davis	North Davis Computer Lab
13696	Dell Optiplex 754 - Black	FX8B4D1	Obsolete	North Davis	North Davis Computer Lab

1. Fill out form as completely as possible.
2. Submit to Tara Salaices in Technology, tsalaices@djud.net or fax 757-5313.
4. You will be contacted by Technology 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: 30-May-18

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

Contact Phone: \_\_\_\_\_