DAVIS JOINT UNIFIED SCHOOL DISTRICT

SURPLUS ITEM REQUEST

Maintenance & Operations Department
maintenance@djusd.net

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)
	Inkjet Printers (2)	n/a	Broken	Patwin	Computer Lab (West Wall area)
	lcd Monitors (7)	n/a	Obsolete	Patwin	Computer Lab (West Wall area)
	Dell laptop	n/a	Obsolete	Patwin	Computer Lab (West Wall area)
	HP color printer	n/a	Broken	Patwin	Computer Lab (West Wall area)
	Misc cables	n/a	Obsolete	Patwin	Computer Lab (West Wall area)

1. Fill out form as completely as possible (electronic submission is preferred)
2. Submit to Maintenance & Operations (maintenance@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: Richard Marquez Date Completed: 24-May-18

Contact Name: Richard Marquez Contact Phone: 5307575300