



## 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".

District Inventory #	Description (books--include titles or IBN#)	Serial/other identifying number	Condition (e.g. Good, Broken, Obsolete)	Location (Site Name)	Other
13400	Dell Desktop	2C1Z3D1	Obsolete	PIO G37	
13473	Dell Desktop	FL1Z3D1	Obsolete	PIO G37	
13399	Dell Desktop	1K1Z3D1	Obsolete	PIO G37	
11875	Dell Desktop	BF1Z3D1	Obsolete	PIO G47	
10817	Dell Desktop	JJ1Z3D1	Obsolete	PIO G37	
10973	Dell Desktop	8L1Z3D1	Obsolete	PIO G37	
13472	Dell Desktop	5K1Z3D1	Obsolete	PIO G37	
13391	Dell Desktop	GF1Z3D1	Obsolete	PIO G37	
10819	Dell Desktop	D91Z3D1	Obsolete	PIO G37	
	9 mice	N/A	Good	PIO G37	
	16 Keyboards	N/A	Good	PIO G37	
	4 Cases of Old headphones	N/A	Obsolete	PIO G37	
	1 Lumens Doc Cam	N/A	Broken	PIO G37	
	1 Overhead Projector	N/A	Obsolete	PIO G37	
	30 Alpha Smart Word Processors	N/A	Obsolete	PIO G37	

1. Fill out form as completely as possible.
2. Submit to Maintenance & Operations (maintenance@djud.k12.ca.us or fax 757-5321).
3. Copy Technology on any computer equipment (technology@djud.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.