



## 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
15985	Dell Laptop	31V7FS1	Broken	Special Ed	
10865	Dell Laptop	714JIP1	Broken	Special Ed	
16330	Dell Laptop	H6C4CW1	Broken	Special Ed	
15023	Dell Laptop	C7LDQK1	Broken	Special Ed	
15673	Dell Laptop	DHS62Q1	Broken	Special Ed	
15546	Dell Laptop	34SVZN1	Broken	Special Ed	
15644	Dell Laptop	BS7Y5R1	Broken	Special Ed	
15004	Dell Laptop	330QFS	Broken	Special Ed	
15897	Dell Laptop	HMS53R1	Broken	Special Ed	
15875	Dell Laptop	8CBBFS1	Broken	Special Ed	
15430	Dell Laptop	77HBVV1	Broken	Special Ed	
17011	Dell Laptop	HR9SKX1	Broken	Special Ed	
16357	Dell Laptop	5MXMZW1	Broken	Special Ed	
17664	Dell Desktop Computer	D3WRJ	Broken	Special Ed	
none	11 Docking Stations	none	Unknown	Special Ed	
none	4 keyboards	none	Unknown	Special Ed	
none	4 power cords	none	Unknown	Special Ed	
15528	Dell Laptop	BQF8VM1	Broken	Special Ed	

1. Fill out form as completely as possible.
2. Submit to Tara Salaices in Technology, tsalaices@djust.net or fax 757-5313.
3. 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: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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