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
N/A	Dell C3760dn	898E4196	Broken	Supt/Student Services Office	

1. Fill out form as completely as possisble.
2. Submit to Tara Salaices in Technology, tsalaices@djusd.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: _____ Date Completed: _____

Contact Name: _____ Contact Phone: _____