



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 #1234

District Inventory #	Description (books--include titles or IBN#)	Serial/other identifying num	Condition (e.g. Good, Broken, Obsolete)	Location (Site Name)	Other
	18 dell flat screen monitors		ok- older	Willett C14	
	box of power cord for desktops and monitors		ok	Willett C14	
	box of monitor cables		ok	Willett C14	
15892	dell optiplex 780 desktop tower	8k8fhq1	obsolete	Willett C14	
12265	dell optiplex gx520 desktop tower	2v3qk81	obsolete	Willett C14	
12266	dell optiplex gx520 desktop tower	ht3qk81	obsolete	Willett C14	
	dell optiplex gx520 desktop tower	c6sgcd1	obsolete	Willett C14	
12264	dell optiplex gx520 desktop tower	ct3qk81	obsolete	Willett C14	
12263	dell optiplex gx520 desktop tower	7v3qk81	obsolete	Willett C14	
na	dell optiplex 755 desktop tower	c4ytgg1	obsolete	Willett C14	
na	dell optiplex 755 desktop tower	j4ytgg1	obsolete	Willett C14	
na	dell optiplex 755 desktop tower	94ytgg1	obsolete	Willett C14	
na	dell optiplex 755 desktop tower	54ytgg1	obsolete	Willett C14	
na	dell optiplex 755 desktop tower	14ytgg1	obsolete	Willett C14	
na	dell optiplex 755 desktop tower	277sgg1	obsolete	Willett C14	
na	dell optiplex 755 desktop tower	53ytgg1	obsolete	Willett C14	
na	camon printer mx882	na	obsolete	Willett C14	
na	2 monitor speakers		obsolete	Willett C14	
na	1 unax astra 3400 scanner		obsolete	Willett C14	
na	1 dell projector 1100mp	9b1ky51	obsolete	Willett C14	
na	35 keyboards		old	Willett C14	

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.

Completed By: Julie Cuetara

Date Completed: 29-May-18

Contact Name: Julie Cuetara

Contact Phone: 530-400-8152