



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)	Location
13887	Projector	N/A	Broken	DVCA JHS	DVJHS Office
	8 Chromebooks	N/A	Broken	DVCA JHS	DVJHS Office

1. Fill out form as completely as possible.
2. Submit to Francisco Rojas in Technology, frojas@djud.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: Nancy Cardinal

Date Completed: 21-Jun-18

Contact Name: Nancy Cardinal

Contact Phone: 530-759-1615