



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
15647	CPU		obsolete	DSHS	K.Prien
none	monitor		good	DSHS	K.Prien
none	monitor		good	DSHS	K.Prien
	Printer	HP	obsolete	DSHS	S-3
	Printer	Canon	obsolete	DSHS	S-3
	Spectrophotometer 710	UC	obsolete	DSHS	S-3
	Spectrophotometer 610		obsolete	DSHS	S-3
	Pencip Sharpener		broken	DSHS	S-3
	(2) Projector lamps		broken	DSHS	S-3

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: Kate Prien

Date Completed: 16-Jul-18

Contact Name: Kate Prien/Ikecollins

Contact Phone: 757-5400