



## 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
	3 Monitors		obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15901	Dell Computers	J9RVJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15902	Dell Computers	J9ROKQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15903	Dell Computers	J9R6KQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15904	Dell Computers	J9R5KQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15905	Dell Computers	J9RQJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15906	Dell Computers	J9RRJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15907	Dell Computers	J9SOKQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15908	Dell Computers	J9RSJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15909	Dell Computers	JRQTJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15910	Dell Computers	JR9ZJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)

15911	Dell Computers	J9QVJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15915	Dell Computers	J9QYJQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)
15928	Dell Computers	J9ROKQ1	obsolete	Harper Junior Hig	K-66 (little room w/ green wall)

1. Fill out form as completely as possible.
2. Submit to Francisco Rojas in Technology, frojas@djustd.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: Michelle Keeler

Date Completed: 9/18/2018