



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
	Dell Keyboard	21K-06N9-A00	Good	King	Main room
	Dell Keyboard	21K-01YY-A00	Good	King	Main room
	Dell Keyboard	21K-010T-A00	Good	King	Main room
	Dell Monitor	08G152-47605-342-DN20	Good	King	Main room
	Dell Monitor	ODTOPH-74261-273-2M2M	Good	King	Main room
13341	Dell Laptop	11-45371	Obsolete	King	Main room
	2- Docking Stations		Obsolete	King	Main room

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: Maricela Ortega

Date Completed: 13-Aug-18

Contact Name: Maricela Ortega

Contact Phone: 530-757-5425