



## 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)	Other
12709	Dell Optiplex		Obsolete	Birch Lane	D Wing Breezeway
12720	Dell Optiplex		Obsolete	Birch Lane	D Wing Breezeway
12716	Dell Optiplex		Obsolete	Birch Lane	D Wing Breezeway
12722	Dell Optiplex		Obsolete	Birch Lane	D Wing Breezeway
12717	Dell Optiplex		Obsolete	Birch Lane	D Wing Breezeway
12712	Dell Optiplex		Obsolete	Birch Lane	D Wing Breezeway

1. Fill out form as completely as possible.
2. Submit to Tara Salaices in Technology, tsalaices@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: Michele Salisbury

Date Completed: 23-Jan-19

Contact Name: Michele Salisbury

Contact Phone: 5307575395