

Davis Joint Unified School District

Surplus Items Request



NOTE: This form is NOT to be used for Library/Textbook or Technology Equipment Surplus

Date _____ Contact Name _____ Phone Number _____

School Site _____ Pickup Location in Building (e.g. Room #, office, gym) _____

Requested Pickup Date _____ Site Admin Approval _____

| Make/Model Description | Asset Tag/ Serial/Identification # | Qty | Enter Condition: *Useable *Broken/Non Repairable *Broken/Repairable *Unusable (Recycle/Destroy) | <i>Warehouse Use Only</i> *Surplus *Storage *Recycle/Destroy |
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Instructions:

- 1) Offer surplus items to other schools/departments, if possible.
- 2) For items not claimed by other locations, complete all fields of this form (a Work Order must be submitted to request pick-up).
- 3) Enter a Work Order and attach copy of this form to the W.O.
- 4) **All surplus items will be submitted to the Governing Board for disposal approval prior to being picked-up.**

Warehouse Use Only

Driver Signature _____ Pickup Date _____

NOTES:

Office Use Only

Business Office Signature _____ Board Approval Date _____

Fiscal Review for Asset # _____ Public Auction Submit Date _____