



SURPLUS PROPERTY FORM

Please fill out the attached form and email a copy to Shelly Halacy in Commission shalacy@co.weber.ut.us. Please cc. a copy to Brianna Sederholm bsederholm@co.weber.ut.us, Amanda Conley aconley@co.weber.ut.us, and Eric Barrett ebarrett@co.weber.ut.us.

Reason for Declaring Surplus:

Shelving – double-sized stacks (shelving) do not meet seismic code and are not being reassembled.
 Shredder – unserviceable. Cost of repair exceeds price of new shredder.

Special Request:

Shelving – Sale of materials was deemed not profitable due cost of storing materials while awaiting sale far exceeds anticipated profit. Metal items suitable for salvage will be taken to a recycler.

Department Name: Library

Contact Name: Lynnda Wangsgard

Phone Number: 801-337-2618

Email address: lwangsgard@weberpl.org

Location of Surplus: North Branch Library (shelving), Southwest Branch Library (shredder)

Department Approval:  _____

Commission Approval Date: _____

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
Library Shelving	1		N/A	
HSM Securio B32 Shredder	1		310119879	unserviceable