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: not fully functional, not worth repair costs
Special Request:

Department Name: Clerk/Auditor
Contact Name: Fátima
Phone Number: X8452
Email address: ffernelius
Location of Surplus:

Department Approval: _____
Commission Approval Date: _____

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
1994 Minolta microfilm machine model RP603Z	1		319892	not worth repair costs