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 Matt Clements mclements@co.weber.ut.us, Jason Horne jhorne@co.weber.ut.us, and Accounting accounting@webercountyutah.gov

Reason for Declaring Surplus:
Special Request:

Department Name: USU Extension
Contact Name: Linda Black
Phone Number: 801-399-8207
Email address: linda.black@usu.edu
Location of Surplus: USU Extension office

Department Approval: _____
Commission Approval Date: _____

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
Dark brown L-shaped desk	1	1750		Serviceable