



## SURPLUS PROPERTY FORM

Please fill out the attached form and email a copy to Shelly Halacy in Commission [shalacy@co.weber.ut.us](mailto:shalacy@co.weber.ut.us). Please cc. a copy to Matt Clements [mclements@co.weber.ut.us](mailto:mclements@co.weber.ut.us), Jason Horne [jhorne@co.weber.ut.us](mailto:jhorne@co.weber.ut.us), and Accounting [accounting@webercountyutah.gov](mailto:accounting@webercountyutah.gov)

Reason for Declaring Surplus: *put in new updated equipment*  
 Special Request:

Department Name: *Golden Spike*  
 Contact Name: *Emily Scoville*  
 Phone Number: *801-399-8257*  
 Email address: *escoville@co.weber.ut.us*  
 Location of Surplus: *Fairgrounds concessions*

Department Approval: *Emily Scoville*  
 Commission Approval Date: \_\_\_\_\_

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
<i>Warming Drawer</i>	<i>1</i>	<i>14278</i>		<i>Unserviceable</i> ↓
<i>Warming Drawer</i>	<i>1</i>	<i>13730</i>		
<i>Warming Drawer</i>	<i>1</i>	<i>13749</i>		
<i>Warming Drawer</i>	<i>1</i>	<i>13755</i>		
<i>Warming Drawer</i>	<i>1</i>	<i>13725</i>		
<i>Popcorn Warmer</i>	<i>1</i>	<i>13739</i>		
<i>Popcorn Warmer</i>	<i>1</i>	<i>13766</i>		
<i>Popcorn Warmer</i>	<i>1</i>	<i>13737</i>		
<i>Popcorn Warmer</i>	<i>1</i>	<i>13740</i>		
<i>Popcorn Warmer</i>	<i>1</i>	<i>13735</i>		
<i>Popcorn Warmer</i>	<i>1</i>	<i>13738</i>		
<i>Nacho cheese machine</i>	<i>1</i>	<i>6209</i>		
<i>Nacho cheese machine</i>	<i>1</i>	<i>6216</i>		
<i>Counter top Warmer Drawer</i>	<i>1</i>	<i>13768</i>		