



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.u.tus, and Steffani Ebert sebert@co.weber.ut.us.

Reason for Declaring Surplus:

Has passed serviceable life span, and now requires extensive repairs that far exceeds the value of updating and/or repairing the devices hardware and software.

Department Name: Library

Contact Name: Lynnda Wangsgard

Phone Number: 801-337-2616

Email address: lwangsgard@weberpl.lib.ut.us

Location of Surplus:

Department Approval: _____

Commission Approval Date: _____

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
Graphtech vinyl plotter; CE5000-60	1		20110701	UNSERVICEABLE
Duplo folding machine; DF-920	1		0601004036	UNSERVICEABLE
Martin Yale folding machine; 1501X0	1		50519	UNSERVICEABLE
MultiSeal 252 laminator	1		5927	UNSERVICEABLE