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: Getting new cubicles
Special Request:

Department Name: Attorney
Contact Name: Jamie Pitt
Phone Number: 8672
Email address: jpitt@co.weber.ut.us
Location of Surplus: Suite 230

Department Approval: _____
Commission Approval Date: _____

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
Cubicles (Beige)	8			Serviceable