**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: old equipment, not used

Special Request:

Department Name: Elections

Contact Name: Stacy Cornell

Phone Number: 801-399-8034

Email address: scornell@co.weber.ut.us

Location of Surplus: Elections office - Suite 115

Department Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| DESCRIPTION ie. make, model, color, size | QTY | WC STICKER # | SERIAL NUMBER | SERVICEABLE OR UNSERVICEABLE |
| Omation Quiet Jog 115 VAC 3Amps 60hz | 1 | 2009500349 | J i 93 | serviceable |
| IMS Electronic Scale Model 1005 L | 1 | 4181 | 051090 | serviceable |
| Martin Yale 1812 Auto Folder | 1 | none | Model 1812110 | unserviceable |
| Cream colored Cubicle desk | 1 | none |  | serviceable |
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