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: No longer needed.
Special Request:

Department Name: Golden Spike Events Center | Jennifer Graham
Contact Name: Shantel Chatelain
Phone Number: 801. 399. 8798
Email address: schatelain@co.weber.ut.us
Location of Surplus: Golden Spike Event Center (mgt office)

Department Approval: _____
Commission Approval Date: _____

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
Fax machine Sharp FO-4470	1	6264	machine # 11618	unserviceable