



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: Southwest Branch Library

Department Approval: _____

Commission Approval Date: _____

DESCRIPTION ie. make, model, color, size	QTY	WC STICKER #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
Sharp MX-M904	1		6500264200	Serviceable - questionable