



## SURPLUS PROPERTY FORM

Please fill out the attached form and email a copy to Shelly Halacy in Commission [shalacy@co.weber.ut.us](mailto:shalacy@co.weber.ut.us). Please cc. a copy to Matt Clements [mclements@co.weber.ut.us](mailto:mclements@co.weber.ut.us), Jason Horne [jhorne@co.weber.u.tus](mailto:jhorne@co.weber.u.tus) , and Steffani Ebert [sebert@co.weber.ut.us](mailto: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

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Location of Surplus: Southwest Branch/Headquarters Library, 2039 W 4000 S, Roy, UT

Department Approval: 

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

DESCRIPTION ie. make, model, color, size	QTY	MODEL #	SERIAL NUMBER	SERVICEABLE OR UNSERVICEABLE
OKI C911 Printer	1	N36100A	45626501	Unserviceable