



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 device's hardware.

Department Name: Library

Contact Name: Lynnda Wangsgard

Phone Number: 801-337-2616

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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
Canon Imagerunner Color Copier	1	C5051	21 FFU13509	Unserviceable Capital Asset Inventory #646