

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board


Department Head: Art Petrone

Prepared By: Marianne Lamb

Date: 7/25/24

I request permission to surplus the following assets which are no longer of any use to my department.
Proposed disposition (recycle, transfer, auction) of the assets are listed.

<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (recycle, transfer, auction)
Bar Screen	2121	Recycle
Pump	2116	Recycle
Pump	2117	Recycle
Pump	4025	Recycle

Department Head Signature: 

Date of Town Board Approval: _____

Once approved by the Town Board, please complete a Deletion/Transfer Form.
For Vehicles and Equipment complete a Vehicle/Motorized Equipment Form.
Send completed form to the Finance Director.

cc: Paula Freedman
Kathy Tanea

Town of Webster
Surplus or Transfer of an Asset Form

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Department Head: Art Petrone

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<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (recycle, transfer, auction)
High Voltage Service Bldg Circuit Panel # 4	NO TAG	Recycle
Hydromatic pump 10hp Serial # 515835	NO TAG	Recycle
Hydromatic Pump from Upper Webster Park PS	No Tag	Recycle
Hydromatic Pump 10 hp Serial # 19885	No Tag	Recycle
Hydromatic Pump # 2 from Upper Webster Park PS	No Tag	Recycle
Hydromatic Pump 1.5 hp from Shoecraft PS Serial # 500102722	No Tag	Recycle
Hydromatic Pump 1.5 hp from Shoecraft PS Serial # 500108731	No Tag	Recycle
Hydromatic Pump 3hp from Beverly PS Serial # 10573946	No Tag	Recycle
Borger Grinder Pump Process Bldg	04005	Recycle
Sludge Pump Lopro Process Bldg	No Tag	Recycle

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cc: Paula Freedman
Paul Adams