

Town of Webster
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board

Department Head: Supervisor

Prepared By: Kim Doyle

Date: 11-5-24

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.

Department Head Signature:

Date of Town Board Approval:

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

cc: Paula Freedman
Paul Adams