

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 10/17/2024

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) |
|------------------------|--------------------|--|
| 2011 Stihl cut-off saw | 05401 | recycle |
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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
Paul Adams

Department: Highway

Department Code: A 5010

Date: 7/19/2011

[illegible]