

## **SURPLUS OR TRANSFER OF AN ASSET**

**To:** Supervisor and Town Board

**Department:** Parks and Recreation

**Department Head:** Chris Bilow

**Prepared By:** Colleen Ferguson

**Date:** 10/15/24

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.

<b><u>ITEM</u></b>	<b><u>ASSET TAG #</u></b>	<b><u>DISPOSITION</u></b> (recycle, transfer, auction)
Yamaha Keyboard	05363	Recycle/broken
Storage Cabinet	04617	Recycle/broken

**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

