

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 11/26/2024

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)
RIDGID INDUCTIVE CLAMP	6677	Recycle
Cardiac Science AED	4435	Recycle
Cardiac Science AED	6102	Recycle
Cardiac Science AED	6103	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
Paul Adams