

Town of Webster
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board

Department Head: Art Petrone

Prepared By: Marianne Lamb

Date: 12/10/24

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.

ITEM	ASSET TAG #	DISPOSITION (recycle, transfer, auction)
Combination Sampling + measuring kit	old tags - 01105 (silver) 00036 (white)	Recycle
Electrolux Small Refrigerator	05748	Recycle
Chalk board	01171 (silver)	Recycle
Laser Jet Pro 400 Copier	no tag Serial # CNBH406185	Recycle

Department Head Signature: CPL

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