

## SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board


Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 01/02/2025

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)
Dell Laptop	3386	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

## SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board


Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 12/20/2024

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)
Cardiac Science AED	4434	Recycle

Department Head Signature: 

Date of Town Board Approval: \_\_\_\_\_

Once approved by the Town Board, please complete a Deletion/Transfer Form.  
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Send completed form to the Finance Director.

cc: Paula Freedman  
Paul Adams