

## SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

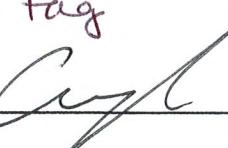
Department Head: Art Petrone

Prepared By: Marianne Lamb

Date: 1/8/25

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)
Sanyo Computer Monitor	no tag	Recycle
Dell Monitor	6381	Recycle
Dell Optiplex 3020	6419	Recycle
Hanna PH 211 Meter w/ electrodes	3964	Recycle
Desk Double Pedestal 72 x 30	3894	Recycle
Dell Optiplex 3060	7129	Recycle
Dell Monitor	7133	Recycle
Dell Monitor 20"	6977	Recycle
Rotork electric actuating Valve	no tag S/N B6969-A1	Recycle
Dell Monitor	6039	Recycle
23" Westinghouse monitor	no tag	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.

Town of Webster  
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board

Department Head: Art Petrone

Prepared By: Marianne Lamb

Date: 1/8/25

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<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (recycle, transfer, auction)
(3) Master electrical control Cabinets (chem blower)	no tag	recycle
(2) Wemco Primary Pumps Double Pedestal Metal Desk (1)	no tag	recycle
Metal Desk 59 1/2 x 31 1/2	2014	Recycle
Wooden Desk 60 x 30	006010	Recycle
Chain + Scraper Sludge Collector	2020	Recycle
Chair + Scraper Sludge Collector	2101	Recycle
Hanna Conductivitor Meter	2102	Recycle
Lot of Chain + flang Bungs for Primaries	3973	Recycle
	3997	Recycle

Department Head Signature: Art Petrone

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Town of Webster  
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board

Department Head: Art Petrone

Prepared By: Marcaine Lamb

Date: 1/7/2025

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)
Classifier Grit Pista	02033	Recycle
Chain Loop Metallic for Primary Tanks	790113	Recycle
Thermlite 1500 Muffle Furnace	1964	Recycle
Fume Lab Enclosure Base Cabinet	1951	Recycle
meter dissolved oxygen	1956	Recycle
Genesys Spectrophotometer	1961	Recycle
Dell OptiPlex 3010	6020	Recycle
Dell Monitor	6031	Recycle
Dell Monitor	6039	Recycle

Department Head Signature: 

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**Town of Webster**  
**Surplus or Transfer of an Asset Form**

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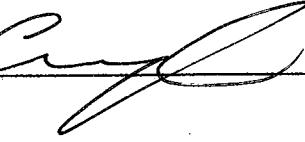
Department Head: Art Petrone

Prepared By: Marianne Lamb

Date: 12/27/24

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)
Metal Desk	Blue tag # 02019	Recycle
Tool Box	blue tag # 01994	Recycle
Dayton Natural Gas Heater 150,000 BTU	no tag	Recycle
10x4 Metal Acid Top		
(2) Lab Base Cabinets	3912	Recycle
Lab Cabinets	9926	Recycle
Electric Drinking Fountain	3901	Recycle
Base wall Cabinet Plastic	3902	Recycle
Cabinet wall Plastic 7x2	3903	Recycle

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