

# SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board


Department Head: Keith Mortimer / Engineering

Prepared By: Maria Devar

Date: 1/23/2025

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><br>(recycle, transfer, auction) |
|-----------------------|--------------------|--|
| 2 drawer file cabinet | 03204              | recycle  |
|                       |                    |  |
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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.