

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Keith Martiner | Engineering

Prepared By: Maria Dener

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.

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.