

Town of Webster
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board


Department Head: Art Petrone

Prepared By: Marianne Lamb

Date: 2/14/25

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)
2 Drawer File Cabinet	01003 (silver)	Recycle
Five drawer turn Flat file Cabinet	white tag couldn't read	Recycle
B+D 120V Impact Gun	01099 (silver)	Recycle
10x2 Shop Table	1496	Recycle
Battery charger	1499	Recycle
10x2 Bench Shop w/ vice	2000	Recycle
Cabinet & DR 3 DRW w/ Glass Top	3896	Recycle
Effluent Pump # 4	7557	Recycle
Effluent Pump # 2	7557	Recycle

Department Head Signature: 

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

Town of Webster
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board

Department Head: Art Petrone

Prepared By: Mariane Lamb

Date: 2/18/25

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)
Credenza 72" ^{metal +} Plastic	6063	Recycle
18 Cu Ft Refrigerator	3961	Recycle
Portable Torpedo Heater	3991	Recycle
Sewer Camera Peepers	5175	Recycle
Handrails behind Secondaries	4011	Recycled
Slurry Seal For ^{WWTP} Road	3981 (connected to 5134)	Worn off 20 yrs ago
Office Furniture (Desk, drawers, tables)	3918	Recycle
Classified - grit	2033	Recycle
Pista Grit Chamber	2034	Recycle

Department Head Signature: 

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