

Town of Webster  
**SURPLUS OR TRANSFER OF AN ASSET FORM**

**To:** Supervisor and Town Board

**Department Head:** Art Petrone

**Prepared By:** Marianne Lamb

**Date:** 4/11/25

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.

<b><u>ITEM</u></b>	<b><u>ASSET TAG #</u></b>	<b><u>DISPOSITION</u></b> (recycle, transfer, auction)
2 Door metal Cabinet	1995	Recycle
4 Drawer file Cabinet	2021	Recycle
3 Shelf Cabinet w/ glass doors	00253 (silver)	Recycle
Blower Control Panel	01077	Recycle
Table	00848 (silver)	Recycle
Chair	01043 (Silver)	Recycle
Shelf	01077 (silver)	Recycle
Boiler (Solids Bldg)	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.