

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.

<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (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.

cc: Paula Freedman
Paul Adams