

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

**To:** Supervisor and Town Board

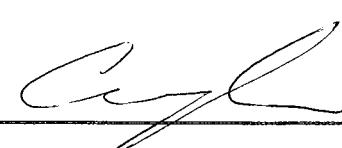
**Department Head:** Art Petrone

**Prepared By:** Marianne Lamb

**Date:** 5/28/25

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)
Orange Storage box 12" x 12"	01218 (silver)	Recycle
Dell OptiPlex 3080 PC	06365	Recycle
Computer Monitor	07133	Recycle
Dell OptiPlex PC	06479	Recycle
Dell OptiPlex 3050 PC	06505	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