

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.

<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (recycle, transfer, auction)
orange storage box 12"x12"	01218 (silver)	Recycle
Dell Optiplex 3080 PC	06365	Recycle
Computer Monitor	07133	Recycle
Dell Opti Plex PC	06479	Recycle
Dell opti plex 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