

Town of Webster
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board

Department Head:

Prepared By: Kim Doyle

Date: 5-13-25

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)
Modular Workstation	42	Recycle
Desk unit w/2 file drawers	42	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