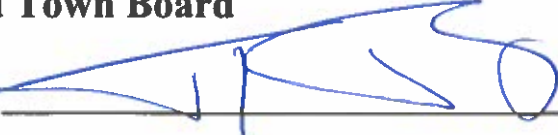


**Town of Webster**  
**Surplus or Transfer of an Asset Form**

**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.

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