

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

**To: Supervisor and Town Board**

**Department Head:** Human Resources

**Prepared By:** Brayton Connard

**Date:** 5/8/2025

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)
Wood desk	3033	recycle
Please see attached transfer form.		

**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.

Department Attorney

Department Code A1420

**Town of Webster**  
**Fixed Asset Transfer Form**

Webster Tag #	Quantity	Item Description	Serial/Vin Number	Manufacturer	Model Name/#	Transfer To Department	New Building/Room Code
3269	1	Grey Metal file cabinet	?	Steelcase	?	A1430	224
6209	1	computer monitor	?	Dell	?	A1430	224
7007	1	computer monitor	?	Dell	?	A1430	224
7005	1	computer	2ZKJ3W2	Dell	Optiplex 3060	A1430	224
3119	1	1 lot of 14 NYS Attorney General Books	?	?	?	A1430	224
3120	1	1 lot of 30 NYS Comptroller Books	?	?	?	A1430	224
3121	1	1 lot of 10 NYS Consolidated Law Services	?	?	?	A1430	224
4356	1	Color Printer	?	Brother	HL-3070CW	A1430	224