

Town of Webster

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
<p>Please see attached Transfer form.</p>		

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
Town of Webster
Fixed Asset Transfer Form

Department Code A1420