

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Tish Artuso : Keith Mortimer *Community Development
to Engineering*

Prepared By: Maria Denzer

Date: 5/14/2023

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)
Credenza desk - Charlie G1	003331	recycle
Auto level	003389	recycle
poly com sand station	003405	recycle
dell standard computer	007719	transfer to A3410 Fire Marsh
4 drawer fire resistant cabinet	003255	recycle
4 drawer legal file cabinet	003269	recycle
desk chair	003433	recycle
tempur-pedic desk chair	003435	recycle

Department Head Signature: Tish Artuso

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.