

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Tosh Arhso - Keith Motimer.

Community Development
& Engineering

Prepared By: Maria Demer

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 G	003381	recycle
Auto level	003389	recycle
poly comm sound station	003405	recycle
dell standard computer	007719	transfer to A3416 Fire Marshal
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: 

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.