

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 07/01/2025

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)
StertilKoni Lift (Hwy. #18527)	7270	Auction
Quincy Upright Air Compressor (Hwy. #18521)	2342	Auction
Quincy Air Compressor (Hwy. #18523)	2341	Auction
Waste Oil Burner (Hwy. #18559)	2537	Auction
Reznor Hanging Heater	No Asset Tag	Auction
Re-Verber-Ray Hanging Heater	No Asset Tag	Auction

Department Head Signature:



7-2-2025

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.

cc: Paula Freedman
Paul Adams