

## SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Art Petrone

Prepared By: Marianne Lemb

Date: 8/6/25

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)
Mixer	# 3883	Recycle
Mixer	# 3884	Recycle
Portable Generator	# 5691	Recycle
YSI 55 Portable DO Meter	S/N 04E9797AQ NO TAG	Recycle
Lightning Mixer	NO TAG S/N 819348103	Recycle
Lightning Mixer	NO TAG Model 83Q15VM	Recycle
Pump Motor	NO TAG NO INFO	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.