

**Town of Webster**  
**Surplus or Transfer of an Asset Form**

**To: Supervisor and Town Board**

**Department Head: CHRIS BILOW**

**Prepared By: G MORRELL**

**Date: 8-29-25**

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.

<b><u>ITEM</u></b>	<b><u>ASSET TAG #</u></b>	<b><u>DISPOSITION</u></b> (recycle, transfer, auction)
HLA 3600V54 PLOW	07745	TRADE IN FOR LARGER UNIT
		TO BETTER CLEAR TOWN WALKS

**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.

cc: Paula Freedman  
Paul Adams