

**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.

<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (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