

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Keith Motimer (Engineering) / Josh Ardu (Community Dev)

Prepared By: Maria Dewar

Date: 9/12/2025

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)
Desh -	03329	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.