

## **SURPLUS OR TRANSFER OF AN ASSET FORM**

To: Supervisor and Town Board

Department Head: Keith Mortimer (Engineering) / Josh Artuso (Community Dev)

Prepared By: Manu 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.

**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.