

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

**To: Supervisor and Town Board**

**Department Head:** Donna M. Komor

**Prepared By:** Kris Lombardo

**Date:** 9/10/25

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)
Hewlett Packard HP Laserjet 4200N	3209	Recycle

**Department Head Signature:** Donna Komor

**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