

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