

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

## To: Supervisor and Town Board

**Department Head:** Steve Peace

**Prepared By:** Steve Peace

Date: 10/28/2026

**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 or Transfer Form.

Once approved by the Town Board, please complete a Section of Transfer Form.  
**For Vehicles and Equipment complete a Vehicle/Motorized Equipment Form.**

**Send completed form to the Finance Director.**

**cc: Paula Freedman  
Paul Adams**