

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Josh Artuso, Community Development Director

Prepared By: Maria Dewar

Date: 4/26/24

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)
Bookshelf	03803	recycle
Bookshelf	03219	recycle
Chair	03202	recycle
Grade Live	03408	recycle

Department Head Signature: _____

Josh Artuso

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.