

Town of Webster  
**SURPLUS OR TRANSFER OF AN ASSET FORM**

To: Supervisor and Town Board

Department Head: Art Petrone

Prepared By: Marianne Lamb

Date: 11/18/24

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)
Black + Decker Corded drill	#01098	Recycle
Desk Chair	# 01049	Recycle
Desk Chair	# 01047	Recycle
Westinghouse Washing Machine	no tag S/N XC 20205034	Recycle
Boiler from Chem Blower Bldg	no tag	Recycle

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.

cc: Paula Freedman  
 Paul Adams