

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
Deck Chair	# 01047	Recycle
Westinghouse Washing Machine	no tag	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.