

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Josh Arhiso, Community Development

Prepared By: Maria Dewar

Date: 2/19/2023

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/Transfer Form. For Vehicles and Equipment complete a Vehicle/Motorized Equipment Form. Send completed form to the Finance Director.