

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 10/07/2025

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)
Front Office Clerk Computer	6477	Recycle
Sign Shop Computer	6958	Recycle
Foreman Computer	6956	Recycle
Foreman Computer	6953	Recycle
Shop Diagnostic Laptop	7277	Recycle
Computer Monitor	6957	Recycle
Computer Monitor	6951	Recycle
Computer Monitor	6512	Recycle
Computer Monitor	6976	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

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 10/07/2025

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)
Computer Monitor	6208	Recycle
Computer Monitor	6955	Recycle
Broom for Equipment #42	2331	Auctioned with old #42

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