

Town of Webster
Surplus or Transfer of an Asset Form

To: Supervisor and Town Board

Department Head: Chris Bilow

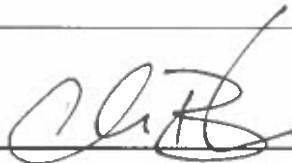
Prepared By: Jenny Hutchins

Date: 12/4/2025

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) |
|--------------------|----------------------------------|---|
| cell phone | none (don't know when purchased) | recycle |
| printer | none (purchased before 2016) | recycle |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Department Head Signature: _____



Date of Town Board Approval: _____

Once approved by the Town Board, please complete a Deletion or Transfer Form.
For Vehicles and Equipment complete a Vehicle/Motorized Equipment Form.
Send completed form to the Finance Director.

cc: Paula Freedman
Paul Adams