

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

**To:** Supervisor and Town Board

**Department Head:** Bick Kenealy

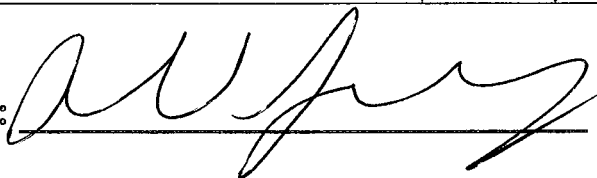
**Prepared By:** Mariann Lamb

**Date:** 12/5/25

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)
Hydraulic 10 HP spare pump	05172	Auction
Ridgid SeeSnack B+W #	S/N 20 - 019475 <sup>NO</sup> Tag	Recycle
(2) 8' Folding tables	no tag	Recycle
(7) Plastic chairs	no tag	Recycle
(9) metal Folding chairs	no tag	Recycle
(1) 48"x48" chalkboard	no tag	Recycle
(1) 36"x36" Cork board	no tag	Recycle
(7) Short Collector FBG Flights	no tag	Recycle
(5) Long Collector FBG Flights	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