

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

**To:** Supervisor and Town Board

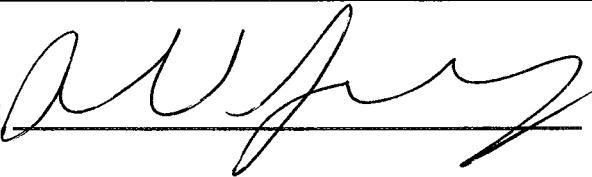
**Department Head:** Rick Kenaley

**Prepared By:** Marianne 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.

<b>ITEM</b>	<b>ASSET TAG #</b>	<b>DISPOSITION</b> (recycle, transfer, auction)
Hydromatic 10 HP spare pump	05172	Auction
Ridgid SeeSnack B+W *	S/N 20-019475 No Tag	Recycle
(2) 8' Folding tables	no tag	Recycle
(7) Plastic chairs	no tag	Recycle
(9) metal folding chairs	no tag	Recycle
(1) 48" x 48" chalkboard	no tag	Recycle
(1) 36" x 36" Cork board	no tag	Recycle
(1) 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