



TOWN OF RIVERHEAD  
200 HOWELL AVENUE, RIVERHEAD, NEW YORK 11901

## PLANT ASSET/OFFICE EQUIPMENT DISPOSAL FORM

(See Guideline #8 of Town of Riverhead Procurement Policy)

All Town Departments responsible for personal property and/or asset(s) seeking to transfer, discard or dispose of an item shall complete this form and file with the Office of the Financial Administrator.

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Property/Asset Information:

Name/Description of Item: \_\_\_\_\_

Town Id# or Asset Tag#: \_\_\_\_\_ Location: \_\_\_\_\_

Condition: \_\_\_\_\_

\*Estimated Surplus Value: \_\_\_\_\_ Source for Estimated Surplus Value: \_\_\_\_\_

Reason: \_\_\_\_\_

The undersigned has reviewed the information above and requests that the item/asset above be:  
(circle) transferred to another Department OR discard OR \*dispose of the asset/equipment.

Signature of Department Head: \_\_\_\_\_

### REQUEST TO TRANSFER PROPERTY/ASSET

The \_\_\_\_\_ Department requests that the asset described above be transferred from  
the \_\_\_\_\_ Department to the \_\_\_\_\_ Department.

\_\_\_\_\_ Acknowledgment of Receipt, Office of Finance Administrator, Attn: Kathy Schroeher

Note, Departments are not authorized to remove, transfer, dispose or discard items without Town Board Approval.

To be completed by Office of Financial Administrator: FINAL RECORD OF DISPOSITION OF ITEM/ASSET

Date and Disposition (identify transfer/sale/discarded):

\_\_\_\_\_  
Kathy Schroeher, Ext. 625