

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: May 09, 2017

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver
Other: _____

Please be specific about the reason to be on the agenda.

Introduction of an ordinance declaring movable property as surplus and not needed for a public purpose and providing for a donation to benefit public safety. 4 (Four) Avalanche Police Bikes

Requested By: Purchasing

NAME: Jana Thurman
ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the First and Third Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Mike Williams
Council President

Tonia Banks
Council Clerk

Date

**City of Hammond Purchasing Department
Surplus/Transfer Request Form
[Use a Separate Form for Different Dispositions]**

I. Department Name: <i>HAMMOND PD</i>		Date: <i>5-3-17</i>	
Approved By: <i>J. Stewart</i>	Fax:	Ext.: <i>5750</i>	
Requested Disposition: <input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input type="checkbox"/> Transfer tagged property to: _____ Dept* <i>DONATE</i> New Location: <i>211 CASHAHA DR. CHARENTON, LA. 70523</i>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>2934</i>	<i>AVALANCHE POLICE BIKE</i>	<i>POLICE TRAINING Ctr.</i>	<i>FAIR</i>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
<input type="checkbox"/> To be transported by Physical Plant to PC Surplus <input checked="" type="checkbox"/> To be transferred to another dept as indicated <input type="checkbox"/> None/Property delivered with form by department <input type="checkbox"/> Authorization for dept to cannibalize for parts	
Authorized By Property Control:	Date:

III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>J. Stewart</i>	Dept Name: <i>HAMMOND P.O.</i>	Date: <i>5-4-17</i>
Received By: <i>V. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-4-17</i>
Completed By: <i>V. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-4-17</i>

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I. Department Name: <u>HAMMOND P.D.</u>		Date: <u>5-3-17</u>	
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>5750</u>	
Requested Disposition: <input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input checked="" type="checkbox"/> Transfer tagged property to: _____ Dept* <u>DONATE</u> New Location: <u>211 LOUSHANA DR. CHAENTON, LA. 70523</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>#2922</u>	<u>AVANLANCHE Police Bikes</u>	<u>Police Training Ctr.</u>	<u>FAIR</u>

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III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>[Signature]</u>	Dept Name: <u>HAMMOND PD</u>	Date: <u>5-4-17</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-4-17</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-4-17</u>





