

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: August 22, 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 3 (three) Bullet Proof Vest surplus property and providing for a donation to benefit the safety of Independence Police Department.

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: _____

Lemar Marshall
Council President

Tonia Banks
Council Clerk

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

I.		Department Name: <u>HPD</u>		Date: <u>8/15/17</u>	
Approved By: <u>Chief S. Stewart</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 type="checkbox"/> Transfer tagged property to _____ Dept* New Location: <u>Independence PD: ATN Chof F Networks of 369 E. Ra. Road Ave. Independence, LA. 70442</u>					
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.					
Serial #/PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION		
<u>285975</u>	<u>PACA - Police Body Armor</u> <u>FRONT: BACK panels/covers</u>	<u>HPD - Evidence</u>	<u>Fair Good</u>		

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:	Dept Name:	Date:
Received By:	Dept Name:	Date:
Completed By:	Dept Name:	Date:

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

I.		Department Name: HPD		Date: 8/15/12	
Approved By: Chief J. Stewart		Fax:		Ext.: 5750	
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* New Location: Independence PD, ATM, HoFF Edwards of 269 E. Railroad Ave., Independence, LA. 70443					
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.					
Serial #/ PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION		
285962	PACA Police Body Armor Front Back panels/cover	HPD Evidence	Fair Good		

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:

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