

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>Ch. of J. 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: Attn: Chief F. Edwards III</u> <u>269 E. Railroad Ave., Independence, LA. 70443</u>					
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.					
Serial #/PROPERTY #		DESCRIPTION OF PROPERTY		LOCATION	
		CONDITION			
<u>285995</u>		<u>PACA - Police Body Armor</u> <u>FRONT BACK panels + carrier</u>		<u>HPD - Evidence</u>	
				<u>Fris - Guard</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: <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. 70447</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
<u>Serial #'s</u> PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>285975</u>	<u>PACA - Police Body Armor</u> <u>FRONT: BACK panels/corner</u>	<u>HPD - Evidence</u>	<u>Fair Good</u>

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III. ATTENTION:		
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Completed By:	Dept Name:	Date:

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

I.		Department Name: <u>HPD</u>		Date: <u>8/15/12</u>	
Approved By: <u>Chief J. 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, ATM, HoFF Edwards of 269 E. Railroad Ave., Independence, LA. 70443</u>					
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.					
Serial #/ PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION		
<u>285962</u>	<u>PACA Police Body Armor</u>	<u>HPD Evidence</u>	<u>Fair Good</u>		

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