

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: April 24, 2018

SUBJECT/REASON FOR AGENDA ITEM:

Introduction of an ordinance declaring an Emergency Restraint Chair surplus property and providing for a donation to benefit the safety of Tangipahoa Parish Sheriff's Office.

(INCLUDE NAME, ADDRESS, PHONE NUMBER)

APPROVED BY: _____
(COUNCIL MEMBER OR CITY ADMINISTRATION)

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVE _____ TIME RECEIVED: _____

COUNCIL CLERK: Tonia Banks AGENDA ITEM NUMBER _____

APPROVED: _____ (YES) _____ (NO)

REMARKS:

COUNCIL PRESIDENT: _____

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

I. Department Name: <u>Police</u>		Date: <u>4/05/18</u>	
Approved By:	Fax:	Ext.:	
Requested Disposition:			
<input 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 <u>TPSO Jail</u> Dept New Location: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>17760</u> <u>None</u>	<u>1-Emergency Restraint Chair</u>	<u>HPD Evidence</u>	<u>Good</u>

II. THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF	
Form Received By Property Control	Date:
<input type="checkbox"/> To be transported by Physical Plant to PC Surplus <input 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		
<u>James W. Stewart</u> Released By:	Dept Name: <u>HPD</u>	Date: <u>4/12/18</u>
<u>Jana J...</u> Received By:	Dept Name: <u>Purchasing</u>	Date: <u>4.13.18</u>
<u>Jana J...</u> Completed By:	Dept Name: <u>Purchasing</u>	Date: <u>4.13.18</u>