COUNCIL MEETING AGENDA REQUEST FORM

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COUNCIL MEETING DATE: April 9, 2019

SUBJECT/REASON FOR AGENDA ITEM:

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. 1 (One) 2001 GMC C8500 Fire Truck.

(INCLUDE NAME, ADDRESS, PHONE NUMBER)

APPROVED BY: _____

(COUNCIL MEMBER OR CITY ADMINISTRATION)

BELOW TO BE FILLED OUT BY COUNCIL CLERK

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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: Fire Department	**Date:** 4/2/19	
Approved By: Chief Samuel S. Hodges **Fax:** 985.277.5805	**Ext.:**	

Requested Disposition:

[ ] Surplus item(s) to City of Hammond Property Control
[ ] Department wishes to keep item(s) & dismantle for parts to repair like equipment.
[✓] Transfer tagged property to _Natalbany Fire_ Dept*
New Location: 48026 Galafora Rd. Tickfaw La 70466

NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.

Rescue 51

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
2001 Gmc C8500	Fire Truck	Hwy 190	Good
Vin# 1GDP7H1C34J526819			

II.
THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF

Form Received By Property Control	Date:
[ ] To be transported by Physical Plant to PC Surplus [ ] To be transferred to another dept as indicated [ ] None/Property delivered with form by department [ ] 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: Fire Dept.	Date: 4/3/19
Received By:	Dept Name: Purchasing	Date: 4.4.19
Completed By:	Dept Name: Purchasing	Date: 4.4.19

Attachment 1