



Tonia Banks <banks_tm@hammond.org>

Council Agenda Item

1 message

Jana Thurman <thurman_je@hammond.org>
To: Tonia Banks <banks_tm@hammond.org>

Tue, Mar 17, 2020 at 10:56 AM

Good Morning,
Please see the attached Request for an Ordinance to donate a vehicle to Tickfaw.

Thanks,


Jana Thurman Soileau

Purchasing Manager, City of Hammond

PO Box 2788, Hammond, LA 70404

O: 985-277-5633 | Fax: 985-277-5636

thurman_je@hammond.org

 **20200317101859.pdf**
120K

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: March 24, 2020

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 providing for a donation to benefit public safety. One (1) Crown Victoria.

Requested By:

Requested By: Purchasing
NAME: Jana Thurman Soileau
ADDRESS _____
PHONE # _____ CELL PHONE: _____
EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the Second and Fourth 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: _____

Carlee Gonzales
Council President

Tonia Banks

Date

Tickfaw P/D

miles 83008

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

I. Department Name: <u>Police</u>		Date: <u>3.9.20</u>	
Approved By: <u>T. Oak</u>		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 type="checkbox"/> Transfer tagged property to _____ Dept* New Location: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>7837</u>	<u>2FAHP71V99X123687 2009 Ford Crown Vic</u>	<u>Fleet Yard</u>	<u>Fair</u>

#763

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 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: <u>[Signature]</u>	Dept Name: <u>Police</u>	Date: <u>3.9.20</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>3.10.20</u>
Completed By:	Dept Name:	Date: