

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: March 22, 2022

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 to declare as surplus and authorize the sale of the items listed below to sell on Govdeal.com

1. WOODS 6 FOOT FINISHING MOWER- MODEL# PRO 7200- SERIAL# 1128382- AIRPORT
2. UNIT# 1060 KUBOTA 4 WHEEL DRIVE TRACTOR- MODEL# L4630- SERIAL# 35978- AIRPORT
3. UNIT# 1057 GRAVELY ZERO TURN MOWER MODEL #1602 SERIAL# 008148- AIRPORT
4. MEN'S SILVER WEDDING RING
5. ASSORTED WALLETS- 25 DIFFERENT COLORS AND STYLES
6. LARGE LEVEL
7. ASSORTED MEN'S WATCHES- 9 DIFFERENT BRANDS
8. BOX OF ASSORTED CLOTHES, NIKE BAG WITH CLOTHES, NIKE SHOES, CAMERA BAG WITH CLOTHES, PAIR SLIPPERS, CREW SOCKS, MESH BOOK BAG WITH CLOTHES, JACKET & COAT.
9. ASSORTED GUN HOLSTERS- 5 DIFFERENT COLORS AND STYLES
10. ASSORTED CD'S AND BAG
11. NINTENDO
12. ASSORTED CAMERA ITEMS. CAMERA BAG, CAMERA, WALKIE & PHONE, CAMERA CASE, SHARPER IMAGE DIGITAL CAMERA, AND CANON CAMERA.
13. ASSORTED PURSES- 10 DIFFERENT COLORS AND SIZES
14. FISHING POLE
15. 6 CONTAINERS OF GAIN DETERGENT AND 3 BOTTLES OF JACK DANIELS AND 1 BOTTLE OF GATORAID.
16. LEXMARK COMPUTER X83
17. PORTABLE DVD PLAYER
18. BINOCULARS
19. SOCKET SET
20. NYLON BAG, SAINTS BAG
21. BRINKS HOME SECURITY LOCK BOX
22. ASSORTED RADIO PARTS- RADION FACE PLATE, PARTS AND FACE PLATES, CAR STEREO(RUSTY)
23. ASSORTED T-SHIRTS, AND BOXERS
24. WINNIS THE POOH BACKSACK
25. ASSORTED OIL AND SOAP
26. 4 PORT CABLE GATEWAY ROUTER
27. ASSORTED VEHICLE PARTS-VEHICLE PARTS, VEHICLE PARTS WITH STEREO EQUIPMENT
28. DOG BED
29. USED SILVER CLIPBOARD
30. DEWALT TOOL BAG AND TOOLS

31. SO PCS STUBBY TOOL SET GREAT NECK BRAND
32. HATCHET, AND HAMMER WITH BLACK HANDLE
33. SKILL DRILL BIT SET IN BLACK CASE
34. DEWALT DRILL AND FLASHLIGHT 20V MAX
35. CRAFTMAN UNIVERSAL TOOL SET
36. BATTERY
37. ASSORTED MAG: 2 GLOCK 22, 1 SIG 9MM PISTOL MAG CONTAINING 4 ROUNDS, MAG BULLET, 2 BLACK MAG
38. MULTI PURPOSE TOOL IN A NYLON CASE
39. BLACK BAG W/CLAW HAMMER, AND MISC ITEMS
40. 1 BOX OF 9MM LUGER AMMO (MONARCH)
41. ASSORTED ELECTRONICS ITEMS
42. BLACK BAG CONTAINING AN ENVELOPE, PICK TOOL AND REMOTE
43. SOLID COLOR BACK PACK
44. ASSORTED HAND TOOLS, TOOLS IN GREEN BOX, AND RUSTY HAND TOOLS
45. DEWALT TOOLS, AND DEWALT AIR POWERED NAIL GUN.
46. ASSORTED PERFUME AND SEAN JOHN AND GUCCI COLOGNE
47. CELL PHONE
48. DRUM & SYMBOL IN A BLACK BAG
49. ASSORTED BAGS OF CLOTHING

Requested By:           Purchasing            
NAME:                   Jana Thurman Soileau                  

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**

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DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Council Clerk: Lisa Cockerham Agenda Item Number \_\_\_\_\_

Approved: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Remarks: \_\_\_\_\_

Kip Andrews -Council President

\_\_\_\_\_  
Lisa Cockerham

\_\_\_\_\_  
Date

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

**I.**

Department Name: <u>Airport</u>	Date: <u>1/4/22</u>
Approved By: <u>Daniel Lobue</u> Fax:	Ext.: <u>5667</u>

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 \_\_\_\_\_ Dept\*  
 New Location: \_\_\_\_\_

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
?	Woods 6 foot finishing mower	Airport	POOR

Model # PRD 7200 Serial # 1128382

**II.**

**THIS SECTION TO BE COPMLETED 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>Daniel Lobue</u>	Dept Name: <u>Airport</u>	Date: <u>1/4/22</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>1/4/22</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>1/4/22</u>

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

**I.**

Department Name: <u>Airport</u>	Date: <u>1/4/22</u>
Approved By: <u>David Lobue</u> Fax:	Ext.: <u>5667</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: _____	

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<del>1087</del> # 1080 asset # 7500 Serial # 35978	Kubota 4 wheel Dr. Tractor L4630	Airport	POOR

**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**

Released By: <u>David L. Lobue</u>	Dept Name: <u>Airport</u>	Date: <u>1/4/22</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>1/4/22</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>1/4/22</u>

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

I. Department Name: <u>Airport</u>		Date: <u>1/4/22</u>
Approved By: <u>David Lobue</u>	Fax:	Ext.: <u>5667</u>

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 \_\_\_\_\_ Dept\*  
 New Location: \_\_\_\_\_

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>1057</u>	<u>1602 Zeroturn mower (Gravel)</u> <u>Serial #008148</u>	<u>Airport</u>	<u>Poor</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 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>David D. Lobue</u>	Dept Name: <u>Airport</u>	Date: <u>1/4/22</u>
Received By: <u>W. Miller</u>	Dept Name: <u>Purch</u>	Date: <u>1/4/22</u>
Completed By: <u>W. Miller</u>	Dept Name: <u>Purch</u>	Date: <u>1/4/22</u>

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

I. Department Name: <u>H. P. D.</u>		Date: <u>5/5/21</u>	
Approved By: <u>A.P. Hawek</u>	Fax: <u>5721</u>	Ext.: <u>5763</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 checked="" type="checkbox"/> Transfer tagged property to _____ Dept* New Location: <u>TP/LP</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20140 13343</u>	<u>1 Hammond</u>	<u>P. E</u>	<u>OLD</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 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>L.J. Hanu</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>W.M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>
Completed By: <u>W.M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
Requested Disposition: <input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <u>WALKER</u> <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>20130</u> <u>29139</u>	<u>MAG</u>	<u>P. E</u>	<u>COND</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 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>H. J. Hack</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-14-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-14-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPD</b>		Date:	
Approved By: <b>A. Green</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDIT.
<b>2113 28055</b>	<b>WHEEL</b>	<b>P.E.</b>	<b>RECEIVED</b>

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: <b>L. J. Hall</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>W. M. [Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12/16/21</b>
Completed By: <b>W. M. [Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12/16/21</b>



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

I. Department Name: <b>HPD</b>		Date:	
Approved By: <b>Hacker</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF THIS FORM IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>B10 18966</b>	<b>WACCEL</b>	<b>P/E</b>	<b>Good</b>

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: <small>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</small>		
Released By: <b>L.J. Hawk</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>W.M. [Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>W.M. [Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2011 007355</u>	<u>WALL</u>	<u>P.E</u>	<u>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 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>L.J. Ham</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W.M. Bell</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>
Completed By: <u>W.M. Bell</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>

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

I. Department Name: <u>H. P. D.</u>		Date: <u>5/5/21</u>	
Approved By: <u>A.P. Hawek</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20160</u> <u>27574</u>	<u>1 KOWAS</u> <u>WATCH</u>	<u>P: E</u>	<u>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 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>L.T. Hauer</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>HAUCK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>28216</u>	<u>Reuse</u>	<u>P.E</u>	<u>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 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>H. J. Ham</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>WCM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>
Completed By: <u>WCM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>

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

I. Department Name: <u>H.P.D.</u>		Date:	
Approved By: <u>Amick</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>28216</u>	<u>1 WALLS</u> <u>WALL B/F</u> <u>OWNER</u>	<u>P: E</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		
Released By: <u>H J HAWK</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>McM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>McM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>V. Muck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2170</u> <u>2 3972</u>	<u>1 HOLSTER</u>	<u>P.E</u>	<u>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 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>L.J. Haun</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPD</b>		Date:	
Approved By: <b>Hacker</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS NOT REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>20170 10460</b>	<b>WALL</b>	<b>P: E</b>	<b>Good</b>

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: <b>H. T. Hahn</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>W. M. Bu</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>W. M. Bu</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>HALL</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: PROPERTY HAS BEEN MOVED - COMPLETION OF SECTION III REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>19310</u>	<u>WALL</u>	<u>P.E</u>	<u>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 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>H. J. Hall</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Bu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Bu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



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

I. Department Name: <i>H. P. D.</i>		Date: <i>5/5/21</i>	
Approved By: <i>A.P. Hawek</i>	Fax: <i>5721</i>	Ext.: <i>5763</i>	
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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>201700 1127</i>	<i>1 Box of 9mm Glock Ammo</i>	<i>P. E</i>	<i>Good</i>

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: <i>H.J. Hawk</i>	Dept Name: <i>HPP</i>	Date: <i>12-16-21</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>12-16-21</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>12-14-21</i>

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

I. Department Name: <u>H. P. D.</u>		Date: <u>5/5/21</u>	
Approved By: <u>A.P. Hauck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170 1127</u>	<u>1 BUL MAGAZINE</u>	<u>P E E</u>	<u>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 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>A.P. Hauck</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPD</b>		Date:	
Approved By: <b>HACK</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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
<b>2006 36858</b>	<b>WALLET</b>	<b>P.E</b>	<b>DECENT</b>

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: <b>Lt J. Hamm</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>WYMAK</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>WYMAK</b>	Dept Name: <b>Purchasing</b>	Date: <b>12/16/21</b>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPO</b>		Date:	
Approved By: <b>Hacker</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>2018 25070</b>	<b>WACCP</b>	<b>P.E</b>	<b>Good</b>

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: <b>L.J. Hancock</b>	Dept Name: <b>HPO</b>	Date: <b>12-16-21</b>
Received By: <b>V. M. Baker</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-14-21</b>
Completed By: <b>V. M. Baker</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: PROPERTY HAS BEEN MOVED. COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2017 28511</u>	<u>WATCH</u>	<u>P.E</u>	<u>NEW</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 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: PROPERTY CONTROL FILMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>L.J. Hawk</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN ADVISED COMPLETION OF SECTION III			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2018 666</u>	<u>WALL</u>	<u>P.E</u>	<u>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 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: PROPERTY IS NOT TO BE PICKED UP OR TRANSFERRED		
Released By: <u>H. J. Ha...</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. ...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. ...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>H. Huck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: PROPERTY HAS BEEN MOVED. COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2018 22582</u>	<u>WALL</u>	<u>P.E</u>	<u>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 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: DUPLICATE ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>H. J. Hank</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPD</b>		Date:	
Approved By: <b>HACK</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED (MIP) ITEM OF SECTION III SHOULD BE FOLLOVED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>2618 18658</b>	<b>WALL P</b>	<b>P. E</b>	<b>NEW</b>

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: <small>ONLY THESE ITEMS ARE PICKED UP OR TRANSFERRED</small>		
Released By: <b>L. J. Hack</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>W. M. [Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>W. M. [Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>



City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPD</b>		Date:	
Approved By: <b>HUCK</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: ALL PROPERTY HAS BEEN MOVED (COMPLETION OF SECTION III REQUIRED)			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>20180 8552</b>	<b>WALLET</b>	<b>P/E</b>	<b>Good</b>

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: <small>ONLY THE FOLLOWING ITEMS ARE PICKED UP OR TRANSFERRED</small>		
Released By: <b>L.J. Flaw</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>W. M. Baker</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>W. M. Baker</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPO</b>		Date:	
Approved By: <b>HACK</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED - COMPLETE FROM OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>2018 11266</b>	<b>BLACK WALL</b>	<b>P-E</b>	<b>Good</b>

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: <b>L.J. HAN</b>	Dept Name: <b>HPO</b>	Date: <b>12-16-21</b>
Received By: <b>UCW/BY</b>	Dept Name: <b>Quality</b>	Date: <b>12-16-21</b>
Completed By: <b>UCW/BY</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

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

I. Department Name: <u>HPO</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2015 00</u> <u>3112</u>	<u>DEWALT DRILL</u> <u>FLASH LIGHT</u>	<u>P: E</u>	<u>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 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>LJH</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>WMM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>WMM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <i>H. P. D.</i>		Date: <i>5/5/21</i>	
Approved By: <i>A.P. Hawek</i>	Fax: <i>5721</i>	Ext.: <i>5763</i>	
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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>20160</i> <i>27393</i>	<i>MISC COSTANCE</i> <i>JEWELRY</i>	<i>P: E</i>	<i>Good</i>

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: <i>A.P. Hawek</i>	Dept Name: <i>H-P-D</i>	Date: <i>12-16-21</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>12-16-21</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>12/16/21</i>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20150 13843</u>	<u>WALL</u>	<u>P.E</u>	<u>DELET</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 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>H. T. Hancock</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hauer</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2615</u> <del>1755T</del> <u>17675</u>	<u>WALLET</u>	<u>P. E</u>	<u>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 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>H. J. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>700700</u> <u>3742</u>	<u>1 multi</u> <u>colored purse</u>	<u>P/E</u>	<u>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 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>LJ Hawk</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>VC Mba</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>VC Mba</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <span style="float:right"><u>PURSE WAREHOUSE</u></span> <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input checked="" type="checkbox"/> Transfer tagged property to _____ Dept New Location: <u>L/F PAPERS</u>			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201700 1827</u>	<u>Copycat PURSE</u>	<u>P.E</u>	<u>Good</u>

<b>II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF</b>	
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:

<b>III. ATTENTION:</b> DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>L.J. Hunt</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>W.M. Beck</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W.M. Beck</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>H. HUCK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2011 0 15093</u>	<u>PLEASE</u>	<u>P.E</u>	<u>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 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>H. J. Huck</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <i>H. P. D.</i>		Date:	
Approved By: <i>HAUCK</i>	Fax: <i>5721</i>	Ext.: <i>5763</i>	
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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>20160 25902</i>	<i>Branch</i>	<i>P: &amp;</i>	<i>Dirty</i>

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: <i>L T Hauck</i>	Dept Name: <i>H-P-D</i>	Date: <i>12-16-21</i>
Received By: <i>W. M. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>12-16-21</i>
Completed By: <i>W. M. [Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>12-16-21</i>



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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hauck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20160 16091</u>	<u>CRAPTS MAN POOLS</u>	<u>P:E</u>	<u>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 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>H.J. Hauck</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W.M. Gu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W.M. Gu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Haucek</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201700</u> <u>5880</u>	<u>POOLS IN A</u> <u>GREEN BOT</u>	<u>P.E</u>	<u>OLD</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 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>Lt J. Haucek</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Baker</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Baker</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20080 16707</u>	<u>PERFUME</u>	<u>P: E</u>	<u>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 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>Lt J. Ham</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. Smith</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. Smith</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>HAUCK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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 checked="" type="checkbox"/> Transfer tagged property to _____ Dept. New Location: <u>C/F PERSONAL ITEMS</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2060 15875</u>	<u>PLEASE TRANSFER</u>	<u>P.E</u>	<u>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 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>H. I. Hauck</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>HALICK</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <u>PLEASE</u> <input checked="" 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>4/Fine Pitone</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20180</u> <u>27832</u>	<u>1 iPhone</u> <u>Pitone</u>	<u>Pit</u>	<u>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 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>H. J. HANU</u>	Dept Name: <u>HPP</u>	Date: <u>12-16-21</u>
Received By: <u>W. C. HANU</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. C. HANU</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



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

I. Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>Hauck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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>L/F White Bay</u>			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>22387</u>	<u>Concrete</u> <u>CLC</u>	<u>P/E</u>	<u>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 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>H. J. Hauck</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

IN MY OFFICE

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
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 _____ Dept			
New Location: <u>Landfield Jack Daniels</u>			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20150</u> <u>20483</u>	<u>GRAN DETONEMENT</u> <u>JACK DANIELS</u>	<u>P: E</u>	<u>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 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>L.T. H...</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. B...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. B...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>Haucen</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20120</u> <u>10693</u>	<u>Feltton Price</u>	<u>P.E</u>	<u>Coz-A</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

Released By: <u>Lt J. Haucen</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Bu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Bu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED - COMPLETE THIS SECTION III			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2070</u> <u>23659</u>	<u>CLOTHES</u>	<u>P/E</u>	<u>NEW</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 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: <small>PROPERTY MUST BE MOVED UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</small>		
Released By: <u>H. J. Hawk</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Bu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Bu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20110</u> <u>31389</u>	<u>Drum</u>	<u>P/E</u>	<u>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 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>L. J. HAMMOND</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: HPO Date: \_\_\_\_\_

Approved By: Hacker Fax: 5721 Ext.: 5763

Requested Disposition:

Surplus item(s) to City of Hammond Property Control BAW

Department wishes to keep item(s) & dismantle for parts to repair like equipment.

Transfer tagged property to \_\_\_\_\_ Dept

New Location: 4E TRUNK INSIDE

NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF THIS SECTION IS REQUIRED.

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>12140</u>	<u>BAW w/BOYERS</u> <u>MOTO, BOTTLE</u>	<u>P. E</u>	<u>OOD</u>

**II.**

THIS SECTION TO BE COMPLETED 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: <u>Lt J. Hacker</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>W. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <b>HPD</b>		Date:
Approved By: <b>HANCK</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>

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 \_\_\_\_\_ Dept\*  
 New Location: \_\_\_\_\_

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>20150 15787</b>	<b>Battery</b>	<b>P.E</b>	<b>OLD</b>

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: <b>H. J. Hancock</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>W. Miller</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>W. Miller</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>



IN MY OFFICE

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I.

Department Name: <u>HPO</u>		Date:	
Approved By: <u>H Allen</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED COMPLETION OF THIS SECTION IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20150</u> <u>12883</u>	<u>Cell phone</u>	<u>P.E</u>	<u>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 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>H J. Haug</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>WCM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>WCM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I.

Department Name: <b>HPD</b>		Date:
Approved By: <b>[Signature]</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>
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: _____		
NOTE: PROPERTY HAS BEEN MOVED. COMPLETION OF SECTION III IS REQUIRED		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
2015012883	Sean John, Gucci perfume	P+E	Open

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:

PROPERTY BEING TRANSFERRED IS PICKED UP OR TRANSFERRED

Released By: <b>[Signature]</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>[Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>[Signature]</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

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

**I.**

Department Name: <i>H. P. D.</i>		Date:
Approved By: <i>Hawek</i>	Fax: <i>5721</i>	Ext.: <i>5763</i>
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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<i>2007 19131</i>	<i>CRANE WARRIE THULES</i>	<i>P.E</i>	<i>Good</i>

**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: <i>L.J. Hawek</i>	Dept Name: <i>HPD</i>	Date: <i>12-16-21</i>
Received By: <i>WCM</i>	Dept Name: <i>Purchasing</i>	Date: <i>12-16-21</i>
Completed By: <i>WCM</i>	Dept Name: <i>Purchasing</i>	Date: <i>12-16-21</i>

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

I. Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>Hauer</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
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 _____ Dept New Location: <u>LAND Fill</u>			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20160 12486</u>	<u>one personal item</u>	<u>P: E</u>	<u>OLD</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 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>H. J. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Beck</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Beck</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**  
 Department Name: HPD Date: \_\_\_\_\_  
 Approved By: Haucek Fax: 5721 Ext.: 5763  
 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 \_\_\_\_\_ Dept\*  
 New Location: \_\_\_\_\_

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20190</u> <u>29448</u>	<u>DEWALT</u> <u>TOOLS</u>	<u>P: E</u>	<u>GOOD</u>

**II.**  
 THIS SECTION TO BE COMPLETED 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: <u>H J Haucek</u>	Dept Name: <u>HPD</u>	Date: <u>12-11-21</u>
Received By: <u>WCM/KM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>WCM/KM</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20150</u> <u>19378</u>	<u>OIL SOAP</u>	<u>P.E</u>	<u>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 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>H. J. Claver</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Gier</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Gier</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>Haucek</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2001 00 5736</u>	<u>RADIO FREE BASE</u>	<u>PC</u>	<u>USED</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 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>Lt. J. Haucek</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>[Signature]</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20140</u> <u>25616</u>	<u>Roller</u>	<u>P.E</u>	<u>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 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>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>200500</u> <u>8199</u>	<u>VENICE</u> <u>PARTS</u>	<u>P. E</u>	<u>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 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>H. J. Haver</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



**City of Hammond Purchasing Department**  
**Surplus/Transfer Request Form**  
 (Use a Separate Form for Different Dispositions!)

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>800500</u> <u>8199</u>	<u>VEHICLE</u> <u>PARTS</u>	<u>P: 8</u>	<u>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 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: <u>V.M. De</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-14-21</u>
Completed By: <u>V.M. De</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-14-21</u>

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

**I.**

Department Name: HPD Date: \_\_\_\_\_

Approved By: Hauer Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept:  
 New Location: \_\_\_\_\_

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2200</u> <u>23659</u>	<u>Door</u> <u>BES</u>	<u>P.E</u>	<u>Good</u>

**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: <u>L. J. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Gu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Gu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: HPO Date: \_\_\_\_\_

Approved By: Haucek Fax: 5721 Ext.: 5763

Requested Disposition:

Surplus item(s) to City of Hammond Property Control Purse

Department wishes to keep item(s) & dismantle for parts to repair like equipment.

Transfer tagged property to \_\_\_\_\_ Dept \_\_\_\_\_

New Location: L/Kia Paperwork 125-AE

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>27064</u>	<u>Purse</u>	<u>P.E.</u>	<u>Good</u>

**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: <u>H J Haucek</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Gill</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Gill</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPD</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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 checked="" type="checkbox"/> Transfer tagged property to _____ Dept: <u>CPM</u> New Location: <u>Office</u>		

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20720</u> <u>23787</u>	<u>PURSE</u> <u>WHEELS</u>	<u>P. E</u>	<u>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 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>L. J. Hancock</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Gull</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Gull</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>H. P. D.</u>		Date:
Approved By: <u>HAWK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2620 15900</u>	<u>Purse</u> <u>w/contents</u>	<u>P.E</u> <u>ORDE market</u>	<u>OK</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

Released By: <u>H. J. Hawk</u>	Dept Name: <u>H. P. D.</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. De...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. De...</u>	Dept Name: <u>Purchasing</u>	Date: <u>17-16-21</u>

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

**I.**

Department Name: <u>HPO</u>		Date:
Approved By: <u>HALLER</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2014 000</u> <u>678</u>	<u>1 SILVER</u> <u>BINDER</u>	<u>P. E</u>	<u>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 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>E.J. Haller</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. McPhee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. McPhee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPO</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20150 12731</u>	<u>REWALD POLE</u>	<u>P: E</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

Released By: <u>H. T. Hacker</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPD</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201800</u> <u>6856</u>	<u>SECURITY</u> <u>POST</u>	<u>P.E</u>	<u>Comp</u> <u>New</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 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>Lt J. Hacker</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



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

I. Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>HAUER</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <span style="float: right;"><u>BAG PERSONAL</u></span> <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>4 Km 1016111111</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>20911</u>	<u>BLACK</u> <u>BRICK PAVEMENT</u>	<u>PCE</u>	<u>DIRTY</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 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>H. J. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hauer</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <span style="float: right;">BAG-40 WD 40</span> <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input checked="" type="checkbox"/> Transfer tagged property to _____ Dept New Location: <u>HP Phone</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2016 1</u> <u>23132</u>	<u>Samples</u> <u>Bite</u>	<u>PE</u>	<u>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 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>J. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>J. Michael</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>D. Mbu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPD</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201400</u> <u>8231</u>	<u>POOLS</u>	<u>P: E</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

Released By: <u>L J Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Disposition)

**I.**

Department Name: HPD Date: \_\_\_\_\_

Approved By: Hansen Fax: 5721 Ext.: 5763

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  
 New Location: 4 floor old dining room Dept: \_\_\_\_\_

BAGS NEW CLOTHES

NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF THIS FORM IS REQUIRED

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201101814</u>	<u>MESH BAG w/ clothes</u>	<u>PIC</u>	<u>Good</u>

**II.**

**THIS SECTION TO BE COMPLETED 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: <u>L.J. Hansen</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. McCall</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. McCall</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: HPD Date: \_\_\_\_\_

Approved By: [Signature] Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201400 6345</u>	<u>Black Wall</u>	<u>P.E</u>	<u>Good</u>

**II.**  
 THIS SECTION TO BE COMPLETED 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:**  
 DENIED SIGNATURES ARE PICKED UP OR TRANSFERRED

Released By: <u>[Signature]</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPPD</u>		Date:	
Approved By: <u>Hauer</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2017000</u> <u>351</u>	<u>HAPERCEL</u>	<u>P/E</u>	<u>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 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>Lt. J. Hauer</u>	Dept Name: <u>HPPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Ber</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Ber</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPD</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: IF PROPERTY HAS BEEN ADDED TO INVENTORY SECTION III IS REQUIRED		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20160 27605</u>	<u>2 MAGS</u>	<u>P.E</u>	<u>DECEP</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 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>J. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. Mober</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. Mober</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>202100</u> <u>2008</u>	<u>WALLET</u>	<u>P.E</u>	<u>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 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>H. J. Hawk</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



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

I. Department Name: <u>H. P. D.</u>		Date: <u>5/5/21</u>	
Approved By: <u>A.P. Hawek</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2021 002127</u>	<u>1 Black MAG w/4 Rods</u>	<u>P.E</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		
Released By: <u>L.J. Hawek</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPD</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: IF PROPERTY HAS BEEN MOVED FOR COMPLETION OF _____ THEN III IS TO BE FILLED		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2018</u> <u>20017</u>	<u>WALLET</u>	<u>PSE</u>	<u>Recent</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 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>H.J. Hawk</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>H. P. D.</u>		Date: <u>5/5/21</u>	
Approved By: <u>A.P. Hauck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2020 0</u> <u>29050</u>	<u>1 CAP</u> <u>TOOL</u>	<u>P: E</u>	<u>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 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>H. J. Hauck</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>D. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>D. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

4-

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>H. Meck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>90110 17601</u>	<u>ELECTRONICS</u>	<u>P/E</u>	<u>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 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>L.J. Hawn</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W.M. DeG</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <b>HPD</b>		Date:	
Approved By: <b>Hacker</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>2020 21828</b>	<b>WALLET</b>	<b>P.E</b>	<b>Good</b>

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: <b>UJ Haver</b>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <b>WCM</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>WCM</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>SAGCK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: _____			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20190</u> <u>24370</u>	<u>WALL</u>	<u>P. E</u>	<u>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 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:**  
 THESE ITEMS ARE PICKED UP OR TRANSFERRED

Released By: <u>L.T. Hancock</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. Mc...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. Mc...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: HPD Date: \_\_\_\_\_  
 Approved By: [Signature] Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201904112</u>	<u>WALLER</u>	<u>P: E</u>	<u>Good</u>

II. THIS SECTION TO BE COMPLETED 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: <u>[Signature]</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>NPD</u>		Date:	
Approved By: <u>Hornek</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201800 2093</u>	<u>HOUSER</u>	<u>P: E</u>	<u>CRP</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 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>H. J. [Signature]</u>	Dept Name: <u>NPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hauer</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: _____			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>28216</u>	<u>WALL</u>	<u>P.E</u>	<u>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 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>H. J. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Baker</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Baker</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>H. P. D.</u>		Date:
Approved By: <u>HAUCK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20400 6159</u>	<u>Tractor</u>	<u>P.E</u>	<u>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 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>L. J. Hauck</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Baker</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Baker</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: HPD Date: \_\_\_\_\_

Approved By: [Signature] Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF THIS FORM IS REQUIRED

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2020005958</u>	<u>1 BLACK BWO PICK UP / SERVICE</u>	<u>P.E</u>	<u>GOOD</u>

**II.**

**THIS SECTION TO BE COMPLETED 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: <u>[Signature]</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Haucen</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20110</u> <u>10544</u>	<u>Pools</u>	<u>P.E</u>	<u>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 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>L.J. Haucen</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hauer</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201600</u> <u>4948</u>	<u>Tool</u>	<u>P.E</u>	<u>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 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>L.J. Hauer</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20110 15080</u>	<u>TOOLS ELECTRONICS</u>	<u>P.E</u>	<u>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 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>H. J. Hancock</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purch</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purch</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPO</u>		Date:
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20140</u> <u>18477</u>	<u>VIDEO'S</u> <u>HEAD MOUNT</u>	<u>P. E</u>	<u>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 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>L. J. Hack</u>	Dept Name: <u>Art. P. Div</u>	Date: <u>12/16/21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purch</u>	Date: <u>12/16/21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purch</u>	Date: <u>12/16/21</u>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>201600 3206</u>	<u>LARGE LEVEL</u>	<u>P/E</u>	<u>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 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>LJ Hacker</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>WCM</u>	Dept Name: <u>Purch</u>	Date: <u>12/16/21</u>
Completed By: <u>WCM</u>	Dept Name: <u>Purch</u>	Date: <u>12/16/21</u>



City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: HPO Date: \_\_\_\_\_

Approved By: [Signature] Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

NOTE: IF PROPERTY HAS BEEN MOVED COMPLETION OF THIS SECTION IS REQUIRED

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20190 17453</u>	<u>Box of clothes</u>	<u>P.E</u>	<u>NEW</u>

**II.**  
 THIS SECTION TO BE COMPLETED 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: <u>H.J. Hava</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>H. P. D.</u>		Date:	
Approved By: <u>HAWCK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20080 8940</u>	<u>Wine Pent</u>	<u>P/E</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		
Released By: <u>L. J. Hansen</u>	Dept Name: <u>H. P. D.</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPD</u>		Date:	
Approved By: <u>HAUCK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: _____ PROPERTY HAS BEEN ADVISED COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2017 17831</u>	<u>POOLS</u>	<u>P.E</u>	<u>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 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:**  
 THESE SURPLUS ITEMS ARE PICKED UP OR TRANSFERRED

Released By: <u>L.J. HAUCK</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: HPD Date: \_\_\_\_\_

Approved By: Hacker Fax: 5721 Ext.: 5763

Requested Disposition:

Surplus item(s) to City of Hammond Property Control IN STAIR  
WELL

Department wishes to keep item(s) & dismantle for parts to repair like equipment.

Transfer tagged property to \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

NOTE: IF PROPERTY HAS BEEN MOVED - COMPLETION OF \_\_\_\_\_ IS REQUIRED

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2004</u> <u>006129</u>	<u>Computer</u> <u>JETMANIC</u>	<u>P/E</u>	<u>Good</u>

**II.**

**THIS SECTION TO BE COMPLETED 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: <u>Lt J. H. Aug</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>N. M. Mc</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20180 11365</u>	<u>WAPCITES</u>	<u>P: E</u>	<u>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 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>J. J. Hancock</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>VC M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>VC M. [Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: HPO Date: \_\_\_\_\_

Approved By: HACK Fax: 5721 Ext.: 5763

Requested Disposition:

Surplus item(s) to City of Hammond Property Control SURPLUS  
20K DVD  
PAPER

Department wishes to keep item(s) & dismantle for parts to repair like equipment.

Transfer tagged property to \_\_\_\_\_ Dept  
 New Location: BAG to 4F

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20090</u>	<u>Dup</u>	<u>P.E</u>	<u>KINDA OLD</u>
<u>23295</u>	<u>Panasonic</u>		

**II.**

THIS SECTION TO BE COMPLETED 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: <u>H. J. Hays</u>	Dept Name: <u>12-16-21</u>	Date: <u>12-16-21</u>
Received By: <u>W. M. Hays</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W. M. Hays</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hallen</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>11621</u>	<u>Lock Box</u>	<u>P. E</u>	<u>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 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>L.J. Harris</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>W.C.M. Beck</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>W.C.M. Beck</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>H. P. D.</u>		Date: <u>5/5/21</u>	
Approved By: <u>H. P. Hawek</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2011 001950</u>	<u>1 DIGITAL CAMERA</u>	<u>P: E</u>	<u>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 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>H. T. Hawek</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Be...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Be...</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



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

**I.**

Department Name: <u>HPD</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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 checked="" type="checkbox"/> Transfer tagged property to _____ Dept New Location: <u>[Signature]</u>		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2013028271</u>	<u>2013028271</u> <u>DINOCY CARS</u>	<u>P.E</u>	<u>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 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>H. J. Hacker</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: IF PROPERTY HAS BEEN MOVED COMPLETION OF SECTION III IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2016000</u> <u>567</u>	<u>Perimeter</u> <u>Source Set</u>	<u>P.E</u>	<u>o.n</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 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>H. J. Ham</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Gue</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Gue</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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>4 Fire Computer</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20190</u> <u>26726</u>	<u>NYLON</u> <u>BAG</u>	<u>P: E</u>	<u>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 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>L. J. Hack</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-14-21</u>
Completed By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-14-21</u>

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

**I.**

Department Name: HPD Date: \_\_\_\_\_

Approved By: Hacker Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
201900 9849	Slippers	P/E	New

**II.**  
 THIS SECTION TO BE COMPLETED 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:**  
 ALL SURPLUS AND TRANSFERRED ITEMS ARE PICKED UP OR TRANSFERRED

Released By: <u>L.J. Han</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V.M. Gey</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V.M. Gey</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>HPO</u>		Date:
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>
Requested Disposition:		
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <span style="float: right;">BAG</span> <input type="checkbox"/> Department wishes to keep item(s) & dismantle for parts to repair like equipment. <input checked="" type="checkbox"/> Transfer tagged property to _____ Dept New Location: <u>H/Hacker Clothes inside</u>		
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2018 00 9849</u>	<u>NIKE BAG</u>	<u>P.E</u>	<u>Clothes OC</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 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>L.J. Ham</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V.M. Gu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V.M. Gu</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20090</u> <u>18294</u>	<u>SHOES</u>	<u>P.E</u>	<u>OLD</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 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>H. J. Hacker</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Ba</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Ba</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: <u>APPD</u>		Date:
Approved By: <u>Amuec</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2180 25117</u>	<u>NINTENDO</u>	<u>P.E</u>	<u>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 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: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12/16/21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPO</u>		Date:
Approved By: <u>Hawck</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>
Requested Disposition: <input checked="" type="checkbox"/> <u>1 ITEM</u> <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 checked="" type="checkbox"/> Transfer tagged property to New Location: <u>2 to office</u> Dept		
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF THIS SECTION IS REQUIRED		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20110</u> <u>20600</u>	<u>Bags etc.</u>	<u>P.E</u>	<u>Decept</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 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>L.J. Hawck</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



I. Department Name: HPO Date: \_\_\_\_\_  
 Approved By: Hacker Fax: 5721 Ext.: 5763

Requested Disposition:  
 Surplus item(s) to City of Hammond Property Control ALL CD'S  
 Department wishes to keep item(s) & dismantle for parts to repair like equipment.  
 Transfer tagged property to  
 New Location: A/K Computer Dept: BAG

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20140</u> <u>14749</u>	<u>BAG unsorted's</u> <u>ETC.</u> <u>Red Box videos Returned</u>	<u>114 E</u>	<u>Good</u>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF  
to owner Videos & Games

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: <u>L J. Hancock</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. Miller</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 (Use a Separate Form for Different Dispositions)

**I.**

Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input checked="" 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 THIS SECTION IS REQUIRED			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>21519</u>	<u>Houster</u>	<u>P.E</u>	<u>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 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>H. J. Hand</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

<b>I.</b>		<b>Department Name:</b> <u>HPD</u>		<b>Date:</b>	
<b>Approved By:</b> <u>Hauer</u>		<b>Fax:</b> <u>5721</u>		<b>Ext.:</b> <u>5763</u>	
<b>Requested Disposition:</b>					
<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 checked="" type="checkbox"/> Transfer tagged property to _____ Dept <b>New Location:</b> <u>4/F HPD</u>					
NOTE: IF PROPERTY HAS BEEN MOVED, COMPLETION OF SECTION III IS REQUIRED					
<b>PROPERTY #</b>		<b>DESCRIPTION OF PROPERTY</b>		<b>LOCATION</b>	
<u>20150</u>		<u>POCS Camera</u>		<u>P.E</u>	
<u>20892</u>				<u>Good</u>	

<b>II.</b>	
<b>THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF</b>	
<b>Form Received By Property Control</b>	
<b>Date:</b>	
<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	
<b>Authorized By Property Control:</b>	
<b>Date:</b>	

<b>III. ATTENTION:</b>		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
<b>Released By:</b> <u>L.T. Hauer</u>	<b>Dept Name:</b> <u>HPD</u>	<b>Date:</b> <u>12-16-21</u>
<b>Received By:</b> <u>V. Pfeiffer</u>	<b>Dept Name:</b> <u>Purchasing</u>	<b>Date:</b> <u>12-16-21</u>
<b>Completed By:</b> <u>V. Pfeiffer</u>	<b>Dept Name:</b> <u>Purchasing</u>	<b>Date:</b> <u>12-16-21</u>

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

**I.**

Department Name: <u>HPO</u>		Date:
Approved By: <u>H. Mack</u>	Fax: <u>5721</u>	Ext.: <u>5763</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: _____		
NOTE: IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>2013</u> <u>028377</u>	<u>CREW</u> <u>SOCRS</u>	<u>A/E</u>	<u>NEW</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 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>L. J. Haver</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. Myer</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. Myer</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <b>HPO</b>		Date:	
Approved By: <b>H. HUCK</b>	Fax: <b>5721</b>	Ext.: <b>5763</b>	
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: _____			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>20070 31997</b>	<b>T. SHIRTS</b>	<b>P E E</b>	<b>Good</b>

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: <b>L. J. Huck</b>	Dept Name: <b>HPO</b>	Date: <b>12-16-21</b>
Received By: <b>V. M. Bell</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <b>V. M. Bell</b>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>

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

I. Department Name: <u>HPO</u>		Date:	
Approved By: <u>Hauck</u>	Fax: <u>5721</u>	Ext.: <u>5763</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>L.F. Hygiene Staff</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20150</u> <u>12959</u>	<u>cup</u>	<u>P: E</u>	<u>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 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>J. T. Haver</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Bey</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Bey</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

**I.**

Department Name: H. P. D. Date: \_\_\_\_\_

Approved By: Hauer Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: File

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

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>17831</u>	<u>Shelby</u> <u>Tools</u> <u>Equipment</u>	<u>PE</u>	<u>OK</u>

**II.**  
THIS SECTION TO BE COMPLETED 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: <u>L. J. Hauer</u>	Dept Name: <u>HPO</u>	Date: <u>12-16-21</u>
Received By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V. M. Bee</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>

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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>HACK</u>	Fax: <u>5721</u>	Ext.: <u>5763</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 checked="" type="checkbox"/> Transfer tagged property to _____ Dept* New Location: <u>D/PC</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>20170</u> <u>17831</u>	<u>Electronics</u>	<u>P.E.</u>	<u>Worn</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 type="checkbox"/> To be transferred to another dept as indicated <input type="checkbox"/> Nonc/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>H.J. Hack</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>V.M. Gell</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>V.M. Gell</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



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

I. Department Name: <u>HPD</u>		Date:	
Approved By: <u>Hacker</u>	Fax: <u>5721</u>	Ext.: <u>5763</u>	
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>20150</u> <u>15320</u>	<u>PV VIZIO</u>	<u>P.E</u>	<u>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 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>H. J. Hacker</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



2015  
15320

IN S&D E OFFICE

City of Hammond Purchasing Department  
Surplus/Transfer Request Form  
This document is to be filled out by the

I.

Department Name: <b>HPD</b>	Date:	
Approved By: <i>[Signature]</i>	Fax: <b>5721</b>	Ext.: <b>5763</b>
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 checked="" type="checkbox"/> Transfer tagged property to <b>HAMMOND Police Evidence</b>		
New Location: <b>Security Camera TV</b>		
NOTE:		

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<b>2010 14749</b>	<b>Neimic TV</b>	<b>P.E</b>	<b>Good</b>

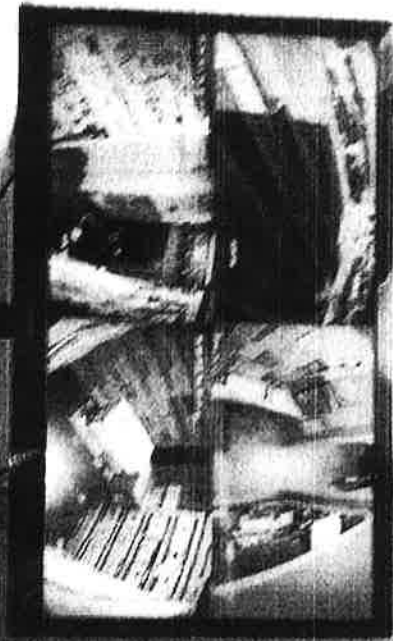
II.

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:

Released By: <i>[Signature]</i>	Dept Name: <b>HPD</b>	Date: <b>12-16-21</b>
Received By: <i>[Signature]</i>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>
Completed By: <i>[Signature]</i>	Dept Name: <b>Purchasing</b>	Date: <b>12-16-21</b>



2014014749

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

<b>I.</b>			
Department Name: <u>HPD</u>	Date:		
Approved By: <u>Hauer</u>	Fax: <u>5721</u> Ext.: <u>5763</u>		
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>20160</u> <u>12791</u>	<u>TV</u>	<u>P.E</u>	<u>Good</u>

<b>II.</b>	
<b>THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF</b>	
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:

<b>III. ATTENTION:</b>		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>J.F. Hauer</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>12-16-21</u>



2016-12791

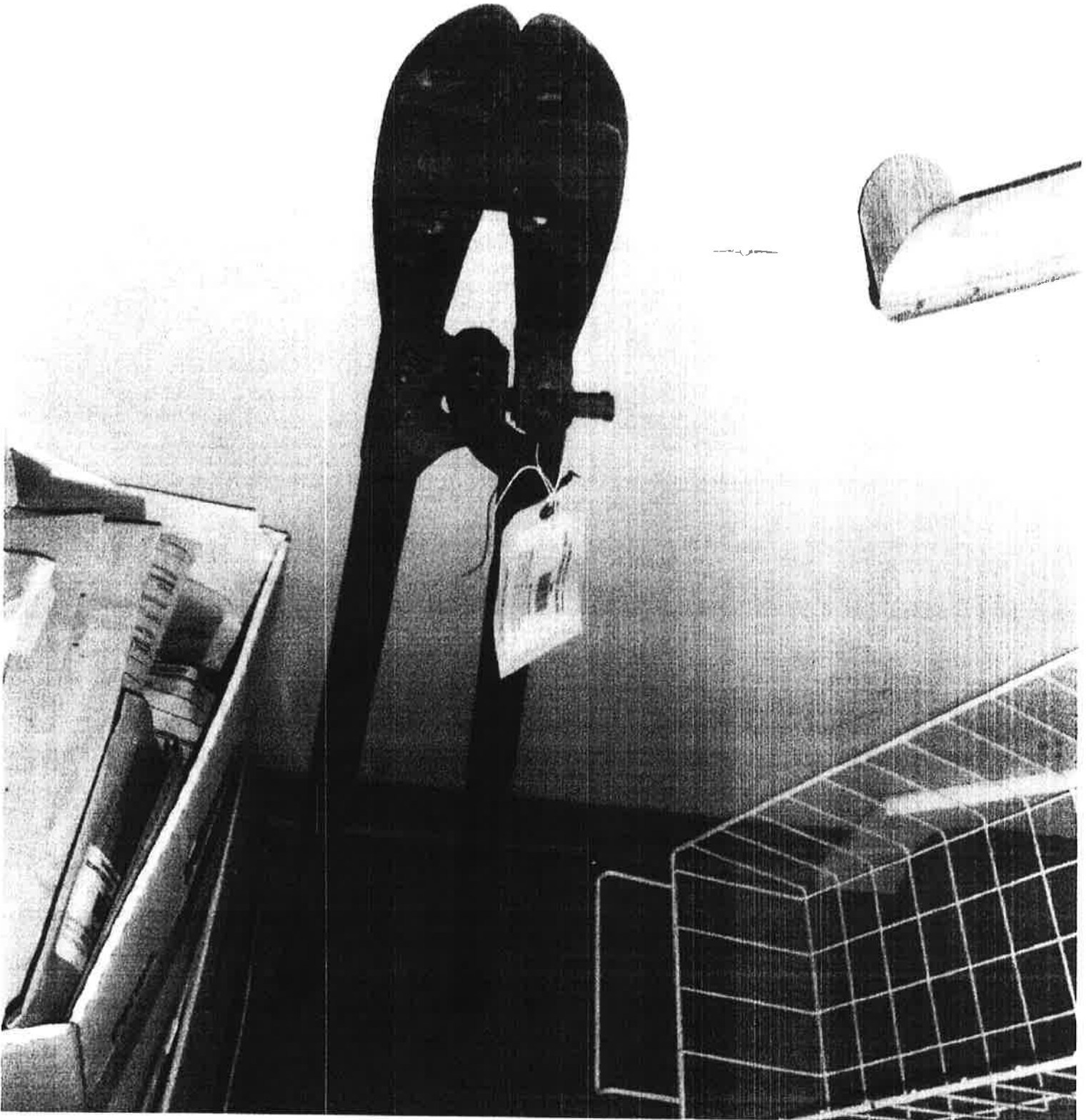
**City of Hammond Purchasing Department**  
**Surplus/Transfer Request Form**  
 [Use a Separate Form for Different Dispositions]

<b>I.</b>		<b>Department Name:</b> <u>HPD</u>		<b>Date:</b>	
<b>Approved By:</b> <u>Hauer</u>		<b>Fax:</b> <u>5721</u>		<b>Ext.:</b> <u>5763</u>	
<b>Requested Disposition:</b>					
<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: _____					
<b>NOTE:</b> IF PROPERTY HAS BEEN MOVED COMPLETION OF SECTION III IS REQUIRED.					
<b>PROPERTY #</b>	<b>DESCRIPTION OF PROPERTY</b>	<b>LOCATION</b>	<b>CONDITION</b>		
<u>20180 27324</u>	<u>Boat Cutters</u>	<u>P: E</u>	<u>Good</u>		

<b>II.</b>	
<b>THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF</b>	
<b>Form Received By Property Control</b>	<b>Date:</b>
<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	
<b>Authorized By Property Control:</b>	<b>Date:</b>

<b>III. ATTENTION:</b>		
<small>DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED</small>		
<b>Released By:</b> <u>H. J. Hauer</u>	<b>Dept Name:</b> <u>HPD</u>	<b>Date:</b> <u>12.16.21</u>
<b>Received By:</b> <u>[Signature]</u>	<b>Dept Name:</b> <u>Purchasing</u>	<b>Date:</b> <u>12.16.21</u>
<b>Completed By:</b> <u>[Signature]</u>	<b>Dept Name:</b> <u>Purchasing</u>	<b>Date:</b> <u>12.16.21</u>

20180  
27326





City of Hammond Purchasing Department  
 Surplus Transfer Request Form  
 Separate Form for Different Disposition

**I.**

Department Name: HPD Date: 12-16-21

Approved By: [Signature] Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

NOTE:

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
2018 026694	Gold wedding band	P+E	Good

**II.**  
 THIS SECTION TO BE COMPLETED 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: 12-16-21

**III. ATTENTION:**

Released By: [Signature] Dept Name: HPD Date: 12-16-21

Received By: [Signature] Dept Name: Purchasing Date: 12-16-21

Completed By: \_\_\_\_\_ Dept Name: \_\_\_\_\_ Date: \_\_\_\_\_

City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 Use separate form for Different Disposition

**I.**

Department Name: HPD Date: 12-16-21

Approved By: [Signature] Fax: 5721 Ext.: 5763

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 \_\_\_\_\_ Dept  
 New Location: \_\_\_\_\_

NOTE:

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
2018 208288	CLASS Ring 1978 1 Ring w/ Stone	P+E	Good

**II.**

**THIS SECTION TO BE COMPLETED 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: 12-16-21

**III. ATTENTION:**

Released By: <u>[Signature]</u>	Dept Name: <u>HPD</u>	Date: <u>12-16-21</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: _____
Completed By: _____	Dept Name: _____	Date: _____