



Ran when parked here - Will turn
over but won't start now.

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

I.		Department Name: Street		Date:	
Approved By: <i>[Signature]</i>		Fax:		Ext.: 5957	
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		
ASSET # 7189	John Deere Backhoe Model 410G	18104 HWY. 190 E. HAMMOND, IN 46111	POOR		

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:

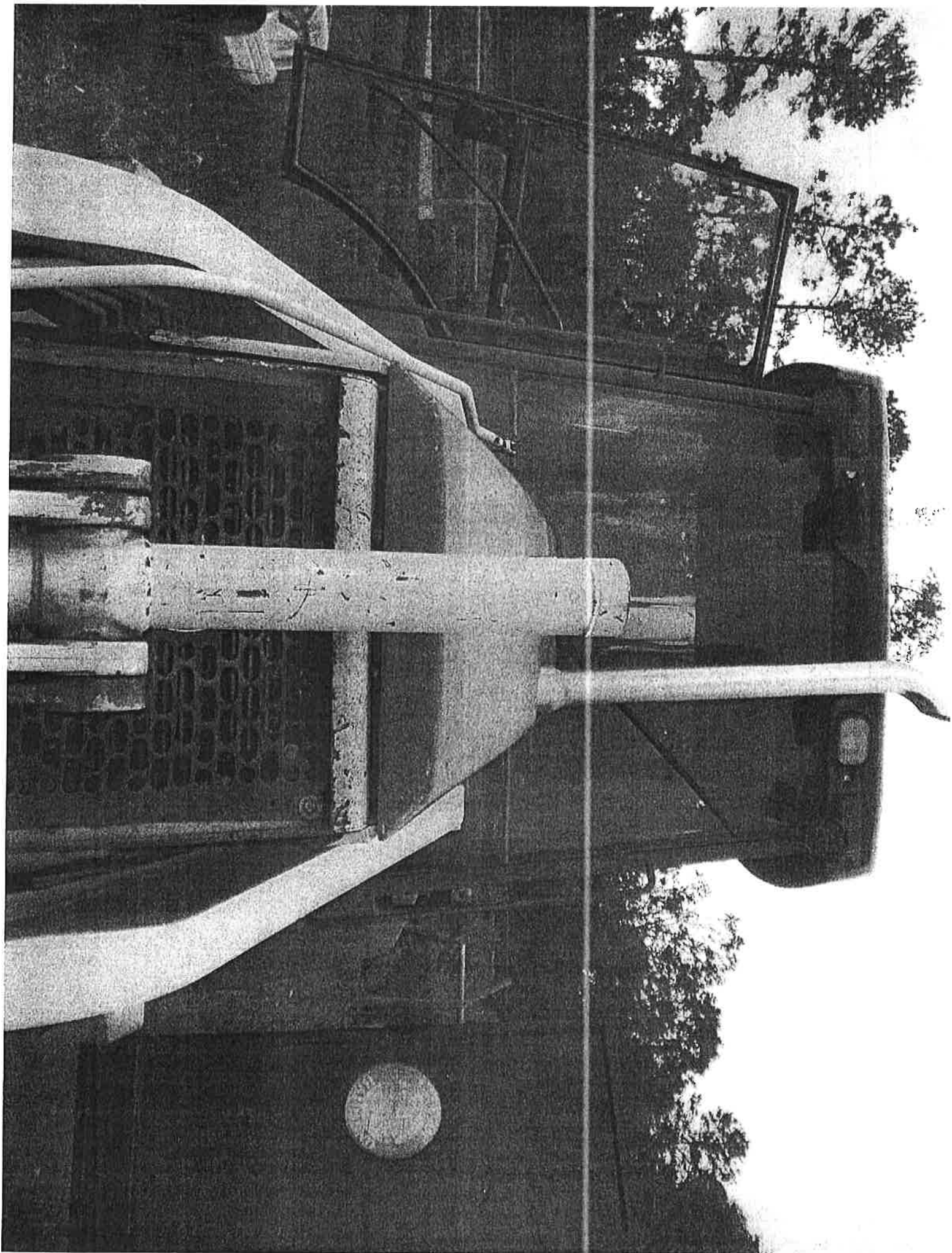
III. ATTENTION:		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <i>[Signature]</i>	Dept Name: Street	Date: 5/5/22
Received By: <i>[Signature]</i>	Dept Name: Purchasing	Date: 6/2/22
Completed By: <i>[Signature]</i>	Dept Name: Purchasing	Date: 6/2/22



635

NORTRAX
UTILITY VEHICLES

410G



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

I. Department Name: <u>STREET</u>		Date: <u>6-2-22</u>	
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>5953</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>4-TIRES BACKHOE TIRES (BACK)</u>	<u>17104 Hwy. 190E. HAMMOND, LA 70401</u>	<u>GOOD</u>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
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<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>STREET</u>	Date: <u>6-2-22</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>6-2-22</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>6-2-22</u>

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

I. Department Name: <u>STREET</u>		Date: <u>7/20/22</u>
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>2953</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>STIHL BR 340</u>	<u>Leaf Blower</u>	<u>18104 Hwy, P.O.E.</u>	<u>FAIR</u>

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<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>STREET</u>	Date: <u>7/20/22</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>7.20.22</u>
Completed By:	Dept Name:	Date:

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

I. Department Name: <u>Street</u>		Date: <u>7/20/22</u>
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>2953</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: _____		
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PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>STIHL BR 380</u>	<u>Leaf Blower</u>	<u>1104 Hwy. 190 E.</u>	<u>FAIR</u>

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF	
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<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	
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III. ATTENTION: DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>[Signature]</u>	Dept Name: <u>Street</u>	Date: <u>7/20/22</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>7.20.22</u>
Completed By:	Dept Name:	Date: