

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: February 28, 2023

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver

Other: _____

Please be specific about the reason to be on the agenda.

Introduction of an ordinance declaring moveable property as surplus and providing for a donation to Northshore STEM Coalition. Three (3) Lenovo Thinkcenter M71z computers

Requested By: Recreation

NAME: Jana Thurman

ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the Second and Fourth Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to cockerham_la@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Lisa Cockerham Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Kip Andrews
Council President

Tonia Banks

Date



2022

Board of Directors

Tina Roper
President

Savannah Jones
Treasurer

Dr. Wendy Conarro
Secretary

Dr. George Anthon
Board Member

Charles Crabtree
Board Member

Dr. Deborah Dardis
Board Member

Darnell Whittington
Board Member

Northshore STEM
Coalition is a
501(c)(3) Non-Profit
Organization

Ms. Desiree Dotey
Director of Recreation
City of Hammond
310 E. Charles St.
Hammond, LA 70401

November 10, 2022

Ms. Dotey,

Thank you very much for the opportunity to request the donation of up to 8 computers no longer being used by the City of Hammond's Recreation Department to be used by the Northshore STEM Coalition with RealFlight simulators provided for use by our community in various STEM enrichment opportunities.

Sincerely,

Tina Roper
President

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

I. Department Name: Recreation		Date: 2/2/23
Approved By: Desirae Dotey	Fax:	Ext.: 5901
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
8457	Lenovo Thinkcenter M71z	Recreation	Used

8475

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:	Dept Name:	Date:
Received By: <i>W. M. Bee</i>	Dept Name: <i>Purchasing</i>	Date: <i>2/23/23</i>
Completed By: <i>W. M. Bee</i>	Dept Name: <i>Purchasing</i>	Date: <i>2/23/23</i>

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NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
8476	Lenovo Thinkcenter M71z	Recreation	Used

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	
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Received By;	Dept Name:	Date:
Completed By:	Dept Name:	Date:

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8477	Lenovo Thinkcenter M71z	Recreation	Used

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