

## COUNCIL MEETING AGENDA REQUEST FORM

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

1. UNIT 648- 3D2WG46A07G770018  
2007 DODGE RAM 3500 HEAVY DUTY TRUCK  
MILEAGE: 96124
2. UNIT 323- 1HTSCACNSH614558 1994  
INTERNATIONAL DUMP TRUCK M  
ILEAGE: 109551.4
3. UNIT 390- 1HTSCABP2VH471790  
1997 INTERNATIONAL 4700 TRASH TRUCK  
MILEAGE: 89387.4
4. UNIT 654- 1HTWGAAR48J644067  
2008 INTERNATIONAL 7400 6 X 4 SBA DIESEL M  
ILEAGE: UNKNOWN AT THIS TIME
5. UNIT 392- SERIAL # TO310DA823012 310  
D JOHN DEERE BACKHOE  
READ IN G: 4073.7 HOURS
6. 2006 HONDA PUMP  
WP30 X GX160 5.5 3" PUMP
7. SPRAYER W/ WATER TANK  
SERIAL #A9838
8. GREEN BOX TRAILER 70LP (BIG TEX)
9. STIHL TS 460 PIPE SAW
10. STIHL 021 CHAIN SAW 311Y
11. SHARP ARM 207 DIGITAL IMAGES (PRINTER)
12. 2 WOOD DESKS AND 1 METAL DESK
13. 2 TALL METAL CABINETS (GREY AND BROWN)
14. 35 SAFARIL-BLACK POLICE HOLSTERS 15.
15. 14000 LBS FOUR POST AUTO LIFT
16. 2007 HONDA UPRIGHT RAMMER
17. TROY-BILT EDGER-TRENCHER
18. 40' SEA-CAN CONTAINER
19. UNIT 540 – 7773T BOBCAT WITH TIRES

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

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

**BELOW TO BE FILLED OUT BY COUNCIL CLERK**

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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]

*Unit  
248*

I. Department Name: <b>Street</b>		Date: <b>1/18/23</b>	
Approved By: <b>Linzie Lucien</b>		Fax:	Ext.: <b>5953</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: <u>***MILAGE 96124***</u>			
NOTE: *IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.			
PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
Asset # 7451	2007 DODGE RAM TRUCK	HWY 190 YARD	<b>POOR</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>Linzie Lucien</b>	Dept Name: <b>Street</b>	Date: <b>1/18/23</b>
Received By: <i>WCM/Bea</i>	Dept Name: <i>Purchasing</i>	Date: <i>1/19/23</i>
Completed By: <i>WCM/Bea</i>	Dept Name: <i>Purchasing</i>	Date: <i>1/19/23</i>

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

*Unit 323*

I. Department Name: <b>Street</b>		Date: <b>10/03/22</b>	
Approved By: <b>Linzie Lucien</b>	Fax:	Ext.: <b>5953</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
Asset #3833	International Dump TRK	18104 HWY 190 East	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: <b>Linzie Lucien</b>	Dept Name: <b>Street</b>	Date: <b>10/03/22</b>
Received By: <i>WMB</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>
Completed By: <i>WMB</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>

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

*unit 390*

I. Department Name: <b>Street</b>		Date: <b>10/03/22</b>	
Approved By: <b>Linzie Lucien</b>		Fax:	Ext.: <b>5953</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
Asset # 4181	1997 International Trash TRK	18104 HWY 190 East	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: <b>Linzie Lucien</b>	Dept Name: <b>Street</b>	Date: <b>10/03/22</b>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/4/22</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/4/22</i>

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

*Unit  
654*

I. Department Name: <b>Street</b>		Date: <b>10/03/22</b>	
Approved By: <b>Linzie Lucien</b>	Fax:	Ext.: <b>5953</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
Asset # 7509	International Trash TRK		Good

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>Linzie Lucien</b>	Dept Name: <b>Street</b>	Date: <b>10/03/22</b>
Received By: <i>WMB</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/4/22</i>
Completed By: <i>WMB</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/4/22</i>

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



I. Department Name: <u>WATIA</u>	Date: <u>8-2-22</u>
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Approved By: <u>Guy Palermo</u> Fax: <u>5955</u>	Ext.: <u>5951</u>
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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>9C02-0476931</u>	<u>HONDA 3" Pump w/box</u>	<u>190</u>	<u>POOR</u>
	<u>meter work</u>		<u>DONT RUN</u>
	<u>Went start</u>		

**II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF**

Form Received By Property Control	Date:
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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:
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**III. ATTENTION:  
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED**

Released By: <u>Guy Palermo</u>	Dept Name: <u>Water &amp; Sewer</u>	Date: <u>8/2/22</u>
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Received By: <u>McM</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/25/22</u>
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Completed By: <u>McM</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/25/22</u>
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City of Hammond Purchasing Department  
 Surplus/Transfer Request Form  
 [Use a Separate Form for Different Dispositions]



I.	Department Name: <u>WATER</u>	Date: <u>8-2-22</u>
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Approved By: <u>Guy Palomo</u>	Fax: <u>5955</u>	Ext.: <u>5951</u>
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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>#3</u>	<u>STEEL TS 460 PIPE SW</u>	<u>190</u>	<u>Poor</u>

*main bearing problem gone out*

II. THIS SECTION TO BE COMPLETED BY PROPERTY CONTROL STAFF

Form Received By Property Control	Date:
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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:
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III. ATTENTION:  
 DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED

Released By: <u>Guy Palomo</u>	Dept Name: <u>Water &amp; Sewer</u>	Date: <u>8/2/22</u>
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Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/25/22</u>
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Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/25/22</u>
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**City of Hammond Purchasing Department  
Surplus/Transfer Request Form**  
[Use a Separate Form for Different Dispositions]



I. Department Name: <u>WATER</u>		Date: <u>8-2-22</u>
Approved By: <u>Guy Palomo</u>	Fax: <u>5955</u>	Ext.: <u>5951</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># 3</u>	<u>STIHL 021 CHAIN SAW</u>	<u>190</u>	<u>POOR</u>

*Main bearing gone DONT RUN*

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>Guy Palomo</u>	Dept Name: <u>Water &amp; Sewer</u>	Date: <u>8/2/22</u>
Received By: <u>MC Mabe</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/25/22</u>
Completed By: <u>MC Mabe</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/25/22</u>

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

**I.**

Department Name: <u>WATER</u>		Date: <u>8-19-22</u>
Approved By: <u>Suy Pagan</u>	Fax: <u>5959</u>	Ext.: <u>5951</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>7565</u>	<u>SHARP AR-M207 COPPER</u>	<u>190 St</u>	<u>Pool</u>

**II.** JAM JUSTINE

**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>Suy Pagan</u>	Dept Name: <u>Water &amp; Sewer</u>	Date: <u>8-24-22</u>
Received By: <u>UCYMB</u>	Dept Name: <u>Purchasing</u>	Date: <u>8-25-22</u>
Completed By: <u>UCYMB</u>	Dept Name: <u>Purchasing</u>	Date: <u>8-25-22</u>

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

<b>I.</b>	
Department Name: <u>GARAGE</u>	Date: <u>2/8/23</u>
Approved By: <u>Bondhu Sat</u> Fax:	Ext.: <u>5954</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>7437</u>	<u>14,000 4 post lift</u> <u>14,000 lbs Four Post AUTO LIFT</u>	<u>190</u>	<u>POOR</u>

<b>II.</b>	
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:

<b>III. ATTENTION:</b>		
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED		
Released By: <u>[Signature]</u>	Dept Name: <u>GARAGE</u>	Date: <u>2/8/2023</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2/9/2023</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2/9/2023</u>

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

I. Department Name: <b>Street</b>		Date: <b>10/03/22</b>	
Approved By: <b>Linzie Lucien</b>		Fax:	Ext.: <b>5953</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
Asset # 7502	Honda Upright Rammer	18104 HWY 190 East	Fair



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: <b>Linzie Lucien</b>	Dept Name: <b>Street</b>	Date: <b>10/03/22</b>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>

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

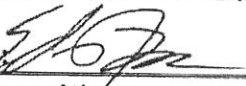
I. Department Name: <b>Street</b>		Date: <b>10/03/22</b>	
Approved By: <b>Linzie Lucien</b>		Fax:	Ext.: <b>5953</b>
Requested Disposition:			
<input checked="" type="checkbox"/> Surplus item(s) to City of Hammond Property Control <input type="checkbox"/> Department wishes to keep item(s) & dismantle 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
	TROY- BILT, Edger-Trencher	18104 HWY 190 East	<b>Poor</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>Linzie Lucien</b>	Dept Name: <b>Street</b>	Date: <b>10/03/22</b>
Received By: <i>WCM/ber</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>
Completed By: <i>WCM/ber</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>



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

I. Department Name: <u>Hammond Police</u>		Date: <u>2/14/2023</u>	
Approved By: 	Fax:	Ext.:	
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
	40' "C" container <sup>See</sup>	City Maintenance	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: 	Dept Name: <u>HPD</u>	Date: <u>2/24/2023</u>
Received By:	Dept Name:	Date:
Completed By:	Dept Name:	Date:

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

*Unit 540*

I. Department Name: <b>Street</b>		Date: <b>10/03/22</b>	
Approved By: <b>Linzie Lucien</b>		Fax:	Ext.: <b>5953</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
Asset # 6822	Bobcat With Tires	18104 HWY 190 East	<b>Poor</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>Linzie Lucien</b>	Dept Name: <b>Street</b>	Date: <b>10/03/22</b>
Received By: <i>WCM</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>
Completed By: <i>WCM</i>	Dept Name: <i>Purchasing</i>	Date: <i>10/04/22</i>