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

I.
Department Name: 
Approved By: 
Fax: 
Ext.: 

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.

<table>
<thead>
<tr>
<th>PROPERTY #</th>
<th>DESCRIPTION OF PROPERTY</th>
<th>LOCATION</th>
<th>CONDITION</th>
</tr>
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<tbody>
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</tbody>
</table>

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: 
Dept Name: 
Date: 

Received By: 
Dept Name: 
Date: 

Completed By: 
Dept Name: 
Date: 