

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: August 14, 2018

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 GovsDeal.com:

- Unit # 387- 1997 Ford F-150, VIN# 1FTDF1728VNB98351
- Unit # 594- 2005 Dodge Durango, VIN# 1D4HD38N65F593220
- Unit # 620- 2006, Ford Expedition VIN# 1FMPU15576LA21332
- Unit #721 - 2000 Chevy Silverado. VIN# 1GCFC24T5YE326201
- Champion Air Compressor asset # 7496
- Woods PRD 7200 Finishing Mower
- Woods RD 7200 Finishing Mower
- Woods RD 7200 Finishing Mower
- Woods Brush Bull serial #1024047
- SD300 Generator 200KW asset# 9547
- Generac 22KW Generator asset# 8405
- SD300 Generator 180KW asset# 9546

Requested By: Purchasing

NAME: Jana Thurman

ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the First and Third 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

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Unit 387

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

I Department Name: <u>Parks + Grounds</u>		Date: <u>8-9-18</u>	
Approved By: <u>G. Land</u>	Fax:	Ext.: <u>5956</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>1997 Ford F-150</u>	<u>VIN 1F7DF1728VNB 98351</u>	<u>190 Main. Facility 18004 Highway 140</u>	<u>Bad Engine</u>

Smoking

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>Grounds</u>	Date: <u>8-9-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.10.18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8.10.18</u>

Unit 384

City of Hammond Purchasing Department
 Purchasing Request Form
 This is a separate form for different departments

Department Name: Police + Sheriff Date: 8-9-18	
Requested By: P. Jones Date: 8-9-18	Requested For: 8-9-18
<input checked="" type="checkbox"/> Request made by City of Hammond Property Control Development order to keep records & documents for parts to repair like equipment <input type="checkbox"/> Request made by other department Date: _____	
This key has been issued in violation of Section 11 of the Code	
PROPERTY NO: 1997 Parkside Lane #121812345 Address: 1234 Highway 100, City of Hammond, Indiana Location: 1234 Highway 100, City of Hammond, Indiana Description of Property: 1234 Highway 100, City of Hammond, Indiana	Description of Property: 1234 Highway 100, City of Hammond, Indiana
THIS ACTION IS NOT COMPLETED BY PROPERTY CONTROL STATE	
Date: _____ <input type="checkbox"/> To be transferred by Property Control to the City of Hammond <input type="checkbox"/> To be transferred to another department as indicated <input type="checkbox"/> This property divided with form by department <input type="checkbox"/> Authorization for sale to candidates for parts	Approved By: _____ Date: _____
ALL ATTACHED DOCUMENTS ARE PICKED UP (OR TRANSPORTED)	
Date: 8-9-18 Dept Name: Police	Date: 8-10-18 Dept Name: Police
Date: 8-10-18 Dept Name: Police	Date: 8-10-18 Dept Name: Police

Check of

unit
594

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

Transmission: 5500
Electrical most
likely internal
fuse panel

I

Department Name: Parks & Grounds Date: 7/18/18

Approved By: James A. Laid Fax: 5956 Ext.: 5956

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
2005 Dodge Durango	1D4HD38N65F5932 2005 Dodge Durango	190 main. Facility 18104 Highway 190	Bad
	1D4HD38N65F593220		

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>James A. Laid</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>7/18/18</u>
Received By: <u>James A. Laid</u>	Dept Name: <u>Purchasing</u>	Date: <u>7-18-18</u>
Completed By: <u>James A. Laid</u>	Dept Name: <u>Purchasing</u>	Date: <u>7-18-18</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>5-14-18</u>
Approved By: <u>Guy Reanno</u>	Fax: <u>277-5959</u>	Ext.: <u>5962</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>7188</u>	<u>UNIT 620 FORD EXPLORER</u>	<u>190</u>	<u>POOR</u>

Front End
Electrical
Prob

1 FmP415576LA 21332

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 Reanno</u>	Dept Name: <u>WFS</u>	Date: <u>5-15-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-21-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing?</u>	Date: <u>5-21-18</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>5-8-18</u>
Approved By:	<u>985-277-5959</u> 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
<u>WNIT 721</u>	<u>2000 CHEVY PICKUP</u>	<u>190</u>	<u>POOL</u>
<u>1G6FC24T5YE326201</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>Sgt. Palermo</u>	Dept Name: <u>WATER</u>	Date: <u>5-9-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-21-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-21-18</u>

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

I.	
Department Name: <u>Garage</u>	Date: <u>2/8/18</u>
Approved By: <u>RANDY SOLTAN</u>	Fax: <u>985-272-5958</u> 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>7496</u>	<u>Champion Air compressor</u>	<u>190 Surplus Room</u>	<u>poor, BAD plust valve Does not Run</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		
<u>[Signature]</u>	Dept Name: <u>Garage</u>	Date: <u>2-8-18</u>
<u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2-8-18</u>
<u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>2-8-18</u>

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

I Department Name: <u>Parks & Grounds</u>		Date: <u>4/30/18</u>	
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>5956</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>Woods PRD 7200</u>	<u>Woods PRD 7200 Finishing Mower</u>	<u>190 E Main. Facility</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>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>4/30/18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-1-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>5/1/18</u>

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

I	
Department Name: <i>Parks & Grounds</i>	Date: <i>4/30/18</i>
Approved By: <i>[Signature]</i>	Ext.: <i>5956</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
<i>Woods RD</i>	<i>Woods RD 7200</i>
	<i>Finishing Mower</i>
	<i>1905</i>
	<i>Man. Facility</i>
	<i>Poor</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>[Signature]</i>	Dept Name: <i>Parks & Grounds</i>	Date: <i>5-1-18</i>
Received By: <i>[Signature]</i>	Dept Name: <i>Purchasing</i>	Date: <i>5-1-2018</i>
Completed By: <i>[Signature]</i>	Dept Name: <i>Parks & Grounds</i>	Date: <i>5/1/18</i>

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

I Department Name: <u>Parks & Grounds</u>	Date: <u>4/30/18</u>
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Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>5956</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>Woods RD 7200</u>	<u>Finishing Mower</u>	<u>190 E maintenance facility</u>	<u>Poor</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>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>5-1-2018</u>
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Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-1-2018</u>
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Completed By: <u>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>5/1/18</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>Parks & Grounds</u>		Date: <u>4/30/18</u>
Approved By: <u>[Signature]</u>	Fax:	Ext.: <u>5956</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
SN# <u>1024047</u>	<u>WOODS BRUSH</u> <u>Bull</u>	<u>190 E Maintenance</u> <u>Facility</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>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>5-1-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-1-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Parks & Grounds</u>	Date: <u>5/1/18</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 & Sewer</u>		Date: <u>5-2-18</u>
Approved By: <u>ML</u>	Fax: <u>985-277-5959</u>	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
<u>9547</u>	<u>Generator 200 KW</u> <u>ONAN #NH592322-6719</u> <u>SD 300</u>	<u>18104 Hwy 190B</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>Guy Reason</u>	Dept Name: <u>WATER</u>	Date: <u>05-10-18</u>
Received By: <u>Kristle NOTO</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>
Completed By: <u>Kristle NOTO</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>

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

I.			
Department Name: <u>Water & Sewer</u>	Date: <u>5-2-18</u>		
Approved By: <u>[Signature]</u>	Fax: <u>985-277-5959</u> 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
<u>8405</u>	<u>Generator 22KW S/N 595-0700</u>	<u>19104 Hwy 190 E</u>	<u>Poor</u>
<u>Generac 22KW "2010"</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>WATER</u>	Date: <u>05-10-18</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>
Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>

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

I.

Department Name: <u>Water & Sewer</u>		Date: <u>5-2-18</u>
Approved By: <u>JA</u>	Fax: <u>985-277-5959</u>	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
<u>9546</u>	<u>Generator 180 KW Kohler s/n 0400043852 Includes ATS</u>	<u>18104 Hwy 190E</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>Guy Poore</u>	Dept Name: <u>WATER</u>	Date: <u>05-10-18</u>
Received By: <u>Kristen</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>
Completed By: <u>Kristen</u>	Dept Name: <u>Purchasing</u>	Date: <u>5-10-18</u>