



Tonia Banks &lt;banks\_tm@hammond.org&gt;

---

**Agenda item**

1 message

---

**Jana Thurman** <thurman\_je@hammond.org>

Wed, Mar 18, 2020 at 7:52 AM

To: Tonia Banks &lt;banks\_tm@hammond.org&gt;

Good Morning,  
Please see the attached Ordinance to donate a truck to Roseland.

Thanks

Jana Thurman Soileau

Purchasing Manager, City of Hammond

PO Box 2788, Hammond, LA 70404

O: 985-277-5633 | Fax: 985-277-5636

[thurman\\_je@hammond.org](mailto:thurman_je@hammond.org)

---

 **20200318075854.pdf**  
125K

**COUNCIL MEETING AGENDA REQUEST FORM**

\*\*\*\*\*

COUNCIL MEETING DATE: March 24, 2020

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 the City of Roseland. One (1) 2003 F-250

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**

\*\*\*\*\*

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Council Clerk: Tonia Banks Agenda Item Number \_\_\_\_\_

Approved: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Remarks: \_\_\_\_\_

Carlee Gonzales -Council President

\_\_\_\_\_  
Tonia Banks

\_\_\_\_\_  
Date

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

I. Department Name: <u>Parks &amp; Grounds</u>		Date: <u>3/11/20</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>Asset # 2003 Ford F250 3FTNF 205A9M Q902 B 20529</u>	<u>Unit # 561 2003 Ford F250SD</u>	<u>Parks &amp; Ground</u>	<u>Very 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>Grounds</u>	Date: <u>3-11-20</u>
Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>3.11.20</u>
Completed By:	Dept Name:	Date: