

BOARD OF PUBLIC WORKS AND SAFETY (Form B-01-2012)
Agenda Request Form

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	5/11/16	Meeting Date:	5/16/16
Contact Information:			
Requested by:	Travis Underhill		
On Behalf of Organization or Individual:	Planning & Engineering		
Telephone:	317-736-3631		
Email address:	tunderhill@franklin.in.gov		
Mailing Address:	70 E Monroe St., Greenwood, IN 46131		
Describe Request:			
Vehicle Transfer			
List Supporting Documentation Provided:			
Department Request to Sell or Trade Used Equipment			
Who will present the request?			
Name:	Travis Underhill	Telephone:	317-736-3631

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.



City of Franklin

**Department Request to
Sell or Trade Used Equipment**

Date: 5-10-16 **Department Name:** Planning and Engineering

Description of the Equipment: 2006 F-150

VIN# 1FTPX14V26FB23729

Request to Sell or Trade (circle one): Sell Trade Trade-in for Credit

Manufacturer: Ford **Model:** F-150 **Year:** 2006

Purchase Price: _____ **Condition:** Good Fair Poor (circle one)

Description of Planned Transaction & Trade in Amount: _____

Transferring to Parks Department

Department Heads Signature: 

Department Heads Printed Name: Travis Underhill

Item Declared Surplus by Board of Works and Safety _____

Item Authorized for Sale or Trade by Board of Public Works and Safety: _____

Date: _____

*Please submit this completed form along with the BOW reservation form to the Clerk
Treasurer's Office. This information is needed to complete the transaction if authorized.*