

WILLIS THOMPSON
MAYOR

THOMAS "T.J." MAYFIELD
WARD 1 ALDERMAN



VICKIE BAILEY
WARD 2 ALDERWOMAN

City of Vicksburg

1401 WALNUT STREET | VICKSBURG, MS 39181 | (601)636-3411

July 10, 2026

Board of Mayor and Aldermen
City of Vicksburg
Vicksburg, MS 39181-0150

Board:

Attached are property scrap forms from various departments requesting permission to declare inventory items scrap and be properly discarded. In this request, I would like to include all letterheads from previous administrations be properly discarded as well.

Please see the attached forms.

Thank you,

Tara Brown
Purchasing Director

attachments

Incorporated 1825

City Website: <http://www.vicksburg.org>

Surplus Items Form

Department: Waste Water Plant

Date: April 27, 2024

This form is for all items to be placed on Surplus Inventory. Listed below is the information needed to be turned in to the Warehouse Manager.

* CID	DESCRIPTION	SERIAL	MODEL
	Storage Cabinet		
	(Just City of Kicksburg)		
	tag		
	NO CID Number		

SIGNATURE: _____
Department Head

Date Received by Warehouse

* City Identification Number

Signature of Warehouse Personnel



City of Vicksburg

Scrapped Items Form

FIRE

DEPARTMENT

05/22/2026

DATE

THE FOLLOWING ITEMS WERE SCRAPPED AND/OR DISCARDED FROM OUR INVENTORY

C.I.D	DESCRIPTION	SERIAL #	MODEL #
	Packard Computer	GSMN43933962	141151
	Inversion Table		75112
015123	Honda Generator		
015125	Pump Can		
	General Electric Clothes Washer	V2155546G	GTWP2250DOWW
019739	Chair		
034945	Wall Clock		

PLEASE PULL ALL TAGS OFF ITEMS THAT ARE SCRAPPED AND SUBMIT THEM ALONG WITH THIS FORM TO THE INVENTORY CONTROL CLERK.


DEPARTMENT HEAD SIGNATURE

INVENTORY CONTROL CLERK

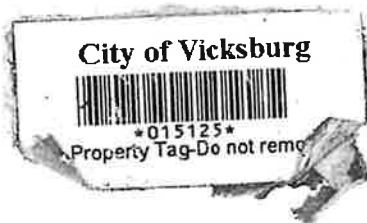
5-22-26
DATE

DATE

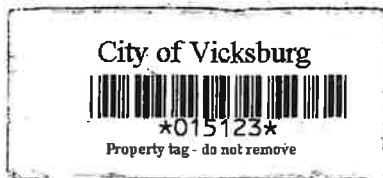
* CITY IDENTIFICATION NUMBER



Chair



Pump Can
↙



Generator
↙

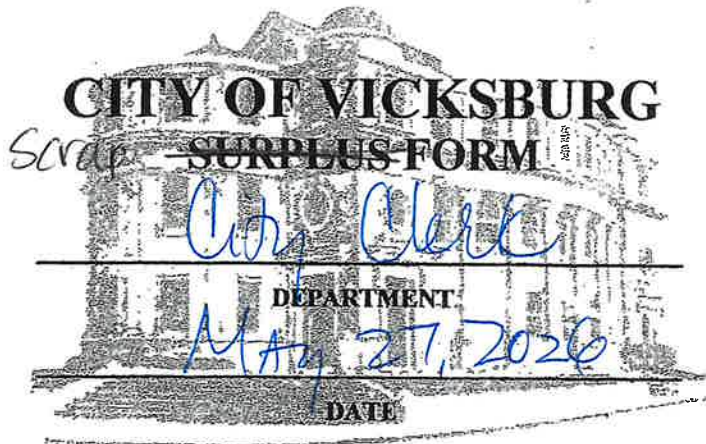
CITY
OF
VICKSBURG

034945

PROPERTY
TAG
DO NOT
REMOVE



This was trashed because
it did not work
(clock)



This form is for all items to be placed on Surplus Inventory. Listed below is the information needed to be turned in to the Inventory Control Clerk.

*C.I.D	DESCRIPTION	SERIAL #	MODEL #
036376	IBM wheelwriter 1500 Typewriter	11VM916	
039494	Nakajima WPT160 Typewriter		AX-160

-HR

Deborah A. Karsch-Wicks

DEPARTMENT HEAD

INVENTORY CONTROL CLERK

* CITY IDENTIFICATION NUMBER

DATE RECEIVED

City of Vicksburg

Scrapped Items Form

Department: Wastewater Treatment Plant

Date: 5/22/2026

SCRAPPED AND/OR DISCARDED ITEMS TO BE REMOVED FROM INVENTORY

C.I.D. Number	Description	Serial/Model #
6688	Scag 72" Deck Zero Turn	
	Cub Cadet Walk-behind Mower	
	Tan Rolling Cabinet w/ Shelves	
	Gas Stove/Oven	

Dept Head: _____ Date: _____

Inventory Clerk: _____ Date: _____

CITY OF VICKSBURG
SCRAPPED ITEMS FORM
Vicksburg Convention Center
DEPARTMENT
4/20/36
DATE

THE FOLLOWING ITEMS WERE SCRAPPED AND/OR DISCARDED FROM OUR INVENTORY.

*C.I.D.	DESCRIPTION	SERIAL #	MODEL #
034949	Hoover Vacuum	C1166090021420061944	C11660-900
034948	Hoover Vacuum	C1166090021420061944	C11660-900
011524	office chair		
024414	Warmer		
	4 stage rails		
	office chair		
011523	chair		
011431	office chair		
031455	Pub Table		

PLEASE PULL ALL TAGS OFF ITEMS THAT ARE SCRAPPED AND SUBMIT THEM ALONG WITH THIS FORM TO THE INVENTORY CONTROL CLERK.

Donna Gray
 DEPARTMENT HEAD SIGNATURE

 INVENTORY CONTROL CLERK

4/20/26
 DATE

 DATE

*CITY IDENTIFICATION NUMBER

1

Department: VCC

Date: 4/20/26

* CID	DESCRIPTION	SERIAL	MODEL
	HP Laser Jet	CNBSF08543	
098419	coffee Pot		
053860	coffee Pot		
	Scotsman Ice Machine		

SIGNATURE: Donna Gray
Department Head

Date Received by Warehouse

* City Identification Number

Signature of Warehouse Personnel