

ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items which require formal bids, currently anything over \$15,000 (except emergency and repair costs).

I. PROJECT ID NO.: _____
 II. PROJECT NAME: Copy Management Program
 III. Project/Item(s) Description: (2) Black & White Copiers; (1) Color Copier

IV. BID LETTING DATE: April, 2001

V. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 23,000 (BW); 30,000 (C)

VII. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	0101	0101			
Department	6021	0108			
Line Item	4253	4253			

X. DEPARTMENT/DIVISION: Finance & Public Works Departments

Project Manager: Jackie Gerry Date 3/8/2001
 _____ Date _____

DEPARTMENT/DIVISION MANAGER Signature
 _____ Date _____

PUBLIC WORKS DIRECTOR Signatures

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation Cash Flow					Investment Desk Public Works Engineering Project Manager

