

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 \$25,000 (except emergency and repair costs).

- I. PROJECT ID NO.:
- II. PROJECT NAME: Equipment Maintenance Tire Truck Replacement
Purchase from State Contract # 13769 – Lamb Motors/Onida
- III. Project/Item(s) Description: ¾ Ton, 4x4, Regular Cab, Pickup
- IV. BID LETTING DATE:
- V. (If applicable) Grant No.:
Funding Source:
Estimated Completion Date:
Estimated Grant Receipt Date:
- VI. ESTIMATED COST OF PROJECT/ITEM(S) \$18,518

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	101				
Department	305				
Line Item	4360				

X. DEPARTMENT/DIVISION: (Signatures)

Project Manager: <i>[Signature]</i>	Date <i>1/10/02</i>
DEPARTMENT/DIVISION MANAGER	Date
PUBLIC WORKS DIRECTOR	Date

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