

Rev 12/95; 10/98

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

- I. PROJECT ID NO.: Paper Refuse Bags For Solid Waste Debris
- II. PROJECT NAME: _____
- III. Project/Item(s) Description: purchase, for resale, paper lined waste bags.
- IV. BID LETTING DATE: OCT 2003
- V. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 20,000

VII. BASIS OF PAYMENT	Assessed		Non-Assessed	
	Single Payment	<input checked="" type="checkbox"/>	Partial Payment	<input type="checkbox"/>

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
<u>12/2003</u>	<u>\$ 20,000</u>	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$ 20,000	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund 615 Solid Waste Disposal

Department 7102 LANDFILL OPERATIONS

Line Item 4520 Merchandise for

X. DEPARTMENT/DIVISION:

Project Manager: Jerome Wright Date 9/8/2003

Jerome Wright Date 9/3/2003

DEPARTMENT/DIVISION MANAGER Signature _____

_____ Date _____

PUBLIC WORKS DIRECTOR Signatures

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