

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.: _____
- II. PROJECT NAME: One (1) Utility Vehicle with weed sprayer
- III. Project/Item(s) Description: Utility vehicle with weed sprayer attachment with ~~it~~ for The Cemetery
- IV. BID LETTING DATE: ASAP
- V. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 15,000.00

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

VIII. DISBURSEMENT SCHEDULE

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

IX. APPROPRIATION DATA

Fund 0907 _____
 Department 0860 _____
 Line Item 4360 _____

X. DEPARTMENT/DIVISION:

Project Manager: Lon Van Deusen Date _____
Lon Van Deusen
 DEPARTMENT/DIVISION MANAGER Signature Date 1/13/04
[Signature]
 PUBLIC WORKS DIRECTOR Signatures Date 1-19-04

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation	<u>1/21/2004</u>	<u>LS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk Public Works
Cash Flow	—	—	<input type="checkbox"/>	<input type="checkbox"/>	Engineering
	—	—	<input type="checkbox"/>	<input type="checkbox"/>	Project Manager