

ADVERTISING AUTHORITY

LF053106-23

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 repair costs).

I. PROJECT ID NO.: _____

II. PROJECT NAME: Mailing machine and equipment

III. Project/Item(s) Description: Provide mailing meter and equipment to process all City mailings.

IV. BID LETTING DATE: 7/06

V. (IF APPLICABLE) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 10,000.00

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

VIII. DISBURSEMENT SCHEDULE

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

IX. APPROPRIATION DATA

Fund	0101				
Department	6061				
Line Item	4253				

X. DEPARTMENT/DIVISION: _____

Project Manager: Tracy Davis Date 5/19/06

_____ Date _____

DEPARTMENT/DIVISION MANAGER Signature

Clayton J. Smith Date 5/19/06

DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes	No	Investment Desk Public Works Engineering Project Manager
		<u>5/19/06</u>	<u> </u>	<input checked="" type="checkbox"/>	