

Rev 3/11/2005

**ADVERTISING AUTHORITY**

This form must be completed and approved by the City Finance Office prior to presenting items to the City Council and/or Committees of the City Council. This covers all items which require formal bids, currently anything over \$25,000 (except emergency and repair costs)

I. PROJECT NO.: \_\_\_\_\_ CIP No. \_\_\_\_\_  
 II. PROJECT NAME: 2 Fork Lifts  
 III. Project/Item(s) Description: Purchase of two new forklifts for the Material Recovery Facility  
(Trading in or surplusng two 1996 Caterpillar 5000lb 3stage models )

IV. BID LETTING DATE: \_\_\_\_\_

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 60,000.00



VI. BASIS OF PAYMENT Assessed  Non-Assessed   
 Single Payment  Partial Payment

VII. APPROPRIATION DATA

Amount					
Fund	616				
Department	7103				
Line Item	4360				

VIII. (If applicable) Grant No.: \_\_\_\_\_  
 Funding Source: Fund 616 Budget 7103 MRF  
 Estimated Completion Date: \_\_\_\_\_  
 Estimated Grant Receipt Date: \_\_\_\_\_

IX. DEPARTMENT/DIVISION:

Project Manager: \_\_\_\_\_ Date \_\_\_\_\_  
 Date 22 Aug 07  
 DIVISION MANAGER Signature  
 Date 8/22/07  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes	No	Investment Desk Public Works Engineering Project Manager
		<u>8/22/07</u>	<u>DC</u>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	