

PURCHASING 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 \$15,000 (except emergency and repair costs).

- I. PROJECT ID NO.: _____
- II. PROJECT NAME: Purchase Replacement Vehicle from the 2009 State Contract. One Class BT Truck Utility 4x4, 4-door 100 inch WB Trailblazer. Contract #15540
- III. Project/Item(s) Description: _____

IV. BID LETTING DATE: November, 2008

- V. (IF APPLICABLE) Grant No.: _____
 Funding Source: 914 - 777
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S)	\$ 22,604
VII. BASIS OF PAYMENT	Assessed <input type="checkbox"/>
	Non-Assessed <input type="checkbox"/>
	Single Payment <input checked="" type="checkbox"/>
	Partial Payment <input type="checkbox"/>

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
November, 2008	\$ 22,604	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$ 22,604	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	777				
Department	914				
Line Item	4360				

X. DEPARTMENT/DIVISION: _____

Project Manager: _____ Date _____

[Signature] _____ Date 10-17-08

DEPARTMENT/DIVISION MANAGER Signature _____ Date 10-17-08

[Signature]
PUBLIC WORKS DIRECTOR Signatures

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation Cash Flow	<u>10/17/08</u>	<u>DE</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk Public Works Engineering Project Manager
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	