

PURCHASING 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 ID NO.: _____
 II. PROJECT NAME: Two New Current Year 1/2 Pickups & One one ton 4X4 Pickup.
 III. Project/Item(s) Description: Request to purchase two 1/2 ton pickups and one 1 ton 4X4 from McKie Ford who have agreed to match State Bid Contract #15539.
 IV. BID LETTING DATE: _____
 V. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____
 VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 51,381.00

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
December 2008	\$ 15,182	\$ 14,607	\$ 10,796	\$ 10,796	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$ 15,182	\$ 14,607	\$ 10,796	\$ 10,796	\$

IX. APPROPRIATION DATA

Fund	602	602	602	604
Department	7011	7014	7012	7072
Line Item	4360	4360	4360	4360

X. DEPARTMENT/DIVISION: _____

Project Manager: _____ Date _____

_____ Date _____

DEPARTMENT/DIVISION MANAGER Signature

_____ Date _____

PUBLIC WORKS DIRECTOR Signature

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