

Rev 3/11/2005

### Permission to Purchase

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: 2009 Engineering Division 4 door, 4 x 4 Utility Vehicle  
 III. Project/Item(s) Description: (1) Each: 4 door, 4 x 4 Ford Escape  
from McKie Ford of Rapid City  
at State of South Dakota contract price: Contract # 15541  
Replacement: E208: 1990 Dodge Ram 4 x 4 in excess of 100,000 miles (odometer is non-functioning)

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

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 20,367.00

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

VII. APPROPRIATION DATA

Amount	\$20,367				
Fund Name	General				
Department	108				
Line Item	4360				
Fund	101				

VIII. (If applicable) Grant No.: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_  
 Estimated Completion Date: \_\_\_\_\_  
 Estimated Grant Receipt Date: \_\_\_\_\_

IX. DEPARTMENT/DIVISION:

Project Manager: [Signature] Date 4-14-09  
 DIVISION MANAGER Signature: [Signature] Date 4-14-09  
 DEPARTMENT DIRECTOR Signature: [Signature] Date 4-14-09

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes	Investment Desk Public Works Engineering Project Manager
	4/15/09	[Initial]	✓	