

**REQUEST FOR 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 NO.: \_\_\_\_\_ CIP No. \_\_\_\_\_  
 II. PROJECT NAME: New Current Year Model Compact Truck 4X4 Extended Cab (State Contract #16032)  
 III. Project/Item(s) Description: Vendor: Wegner Auto Co, 330 E. Sioux, Pierre, SD 57501  
Replacement: 2006 Ford Ranger 4X4 #W321 (mileage 114,000). Will be kept and utilized by  
Water Monitor. Current Water Monitor vehicle is a 2001 Dodge Stratus that will be surplusd.

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

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 20,000.00

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

VII. APPROPRIATION DATA

|            |             |  |  |  |  |
|------------|-------------|--|--|--|--|
| Amount     | \$20,000.00 |  |  |  |  |
| Fund Name  | Water       |  |  |  |  |
| Department | 7011        |  |  |  |  |
| Line Item  | 4360        |  |  |  |  |
| Fund       | 602         |  |  |  |  |

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

IX. DEPARTMENT/DIVISION:

Project Manager: John Wagner Date 10/20/2010

\_\_\_\_\_  
 DIVISION MANAGER Signature Date \_\_\_\_\_

[Signature] Date 10-20-10  
 DEPARTMENT DIRECTOR Signature

| FINANCE OFFICE USE ONLY    |                 |           | Approved                            |  | Carbon Copy     |
|----------------------------|-----------------|-----------|-------------------------------------|--|-----------------|
| Appropriation<br>Cash Flow | Date            | Initial   | Yes                                 |  | Investment Desk |
|                            | <u>10/20/10</u> | <u>JW</u> | <input checked="" type="checkbox"/> |  | Public Works    |
|                            |                 |           |                                     |  | Engineering     |
|                            |                 |           |                                     |  | Project Manager |