

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 3/4 Ton 4X4 Truck Extended Cab.
 III. Project/Item(s) Description: Mckie Ford to honor SD State contract #16030. Replacing unit #303 - 2003 Chevrolet Silverado with 118,800 miles, to be sold at City auction.

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 24,000.00

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

VII. APPROPRIATION DATA

Amount	\$24,000.00			
Fund Name	Water			
Department	7012			
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 *JB* Date: 1/26/2011
John Wagner Date: 1/26/2011
 DIVISION MANAGER Signature
[Signature] Date: 1-27-11
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
		Date	Initial	
Appropriation Cash Flow				Investment Desk
				Public Works
				Engineering
				Project Manager