

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 1/2 Ton 4X4 Truck Extended Cab.
 III. Project/Item(s) Description: Purchase from Lamb Chevrolet (Onida SD) State contract #16029.
Replaces truck unit #331 - 2001 Dodge Ram with 101,375 miles (for Reservoir Tender). Retired
pickup to be sold at the City auction.

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ _____

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

VII. APPROPRIATION DATA

Amount	\$24,000				
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 *JB* Date 2/23/2011

DIVISION MANAGER Signature _____ Date _____

DEPARTMENT DIRECTOR Signature _____ Date 2-23-11

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