

ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common 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: _____
- III. Project/Item(s) Description: Two (2) 72" Outfront Mowers for the Parks Division
- 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) \$ 50,000

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

- IX. APPROPRIATION DATA
- Fund 0101 _____
- Department 0607 _____
- Line Item 4360 _____

- X. DEPARTMENT/DIVISION: Parks Date 1/23/12
- PROJECT MANAGER [Signature] Date 1/23/12
- DIVISION MANAGER [Signature] Date 1-24-12
- PARKS AND RECREATION DIRECTOR

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation	<u>1/25/12</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk Parks and Recreation Parks Division Project Manager
Cash Flow	—	—	<input type="checkbox"/>	<input type="checkbox"/>	
	—	—	<input type="checkbox"/>	<input type="checkbox"/>	