

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: WRF Facility Purchase of a 1/2 ton Ext Cab pickup from McKie Ford.
 III. Project/Item(s) Description: Purchase is a match to state bid #16546 awarded to Lamb Motors. McKie Ford has agreed to match the bid and delivery price for a total of \$23,031.00
Purchase is a replacement for unit #1625. Unit is 25 years old with body rust & mech problems.
Unit will be placed on surplus once the new vehicle arrives.

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 23,031.00

VI. BASIS OF PAYMENT

| | | | |
|----------------|---|-----------------|--|
| Assessed | | Non-Assessed | |
| Single Payment | X | Partial Payment | |

VII. APPROPRIATION DATA

| | | | | | |
|------------|--------------|--|--|--|--|
| Amount | \$ 23,031.00 | | | | |
| Fund Name | Water Recl | | | | |
| Department | 830-7072 | | | | |
| Line Item | 4360 | | | | |
| Fund | 604 | | | | |

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

IX. DEPARTMENT/DIVISION:

| | |
|--|----------------------|
| Project Manager: <u><i>[Signature]</i></u> | Date <u>7 Nov 13</u> |
| DIVISION MANAGER Signature: <u><i>[Signature]</i></u> | Date <u>7 Nov 13</u> |
| DEPARTMENT DIRECTOR Signature: <u><i>[Signature]</i></u> | Date <u>11-15-13</u> |

| FINANCE OFFICE USE ONLY | | Approved | | Carbon Copy |
|----------------------------|---------|----------|-----|---|
| | Date | Initial | Yes | |
| Appropriation Cash Flow | 11/5/13 | DR | ✓ | Investment Desk Public Works Engineering Project Manager |
| | | | | |