Rev 12/21/09

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: One (1) New Current Year Model 1/2 Ton 4X4 Pickup.

III. Project/Item(s) Description: Request to purchase vehicle from McKie Ford who have agreed to match State Bid Contract #16546

IV. BID LETTING DATE:

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 24,036.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	

VII. APPROPRIATION DATA

Amount	$24,036				
Fund Name	Water				
Department	7014				
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 1/7/2014

John Wagner Date 1/7/2014

DIVISION MANAGER Signature

Terry Wilkerson Date 1-8-14

DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	1/9/14	JA	✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)