

REQUEST FOR PURCHASE

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.: _____
 II. PROJECT NAME: Recreation Division Vehicle Purchase
 III. Project/Item(s) Description: Purchase a 2014 Grand Caravan. This vehicle will
replace a 1987 Jeep Cherokee sold at the 2013 Spring city auction

Purchase from state Bid Contract #16547.....No match from Dodgetown.

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 20,434.00

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

VII. APPROPRIATION DATA

Amount	\$20,434				
Fund Name	Recreation				
Department	601				
Line Item	4360				
Fund	101				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____
 _____ Date 2-4-14
 DIVISION MANAGER Signature
 _____ Date 2-4-14
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		
Appropriation Cash Flow	<u>2/5/14</u>	<u>JK</u>	<input checked="" type="checkbox"/>		Investment Desk
					Public Works
					Engineering
					Project Manager