

## REQUEST FOR ADVERTISING 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: Odor Control Chemical for Water Reclamation Division  
 III. Project/Item(s) Description: Odor control chemical for lift station and force main odor control.(Calcium nitrate based)

IV. BID LETTING DATE: \_\_\_\_\_

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 40,000.00

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

VII. APPROPRIATION DATA

Amount	\$40,000				
Fund Name	Water Reclamation				
Department	7071				
Line Item	4264				
Fund	604				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Lany Reber Date 4/7/2014  
David K. Cleave Date 7 Apr 14  
 DIVISION MANAGER Signature  
Tony W. ... Date 4-8-14  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation	<u>4/11/14</u>	<u>DR</u>	<input checked="" type="checkbox"/>	Investment Desk
Cash Flow				Public Works
				Engineering
				Project Manager