

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.: SW 7103 0414
II. PROJECT NAME: Replacement Pickup Solid MRF Collections
III. Project/Item(s) Description: Replacement pick up truck for MRF Supervisor. Transfer existing truck new electrican vehicle. Purchase through from McKie Ford matching State Bid Contract

IV. BID LETTING DATE: None

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 24,966.00



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


VII. APPROPRIATION DATA

Amount	\$24,966				
Fund Name	Solid Waste				
Department	7103				
Line Item	4360				
Fund	615				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____
 _____ Date 5-21-14
DIVISION MANAGER Signature
 _____ Date 5-21-14
DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk
	<u>5/22/14</u>		<input checked="" type="checkbox"/>		Public Works
					Engineering
					Project Manager