Rev 12/21/09

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: Purchase of a Brush Chipper for the Storm Water Utility

III. Project/Item(s) Description: Advertising authority to go out for bids on a brush chipper. Unit to be used by the Storm Water utility to grind up woody growth removed from storm water drainages.

IV. BID LETTING DATE:

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 35,000.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	X

VII. APPROPRIATION DATA

Amount	$35,000				
Fund Name	Storm Water				
Department	7401				
Line Item	4360				
Fund	609				

VIII. (If applicable)

Grant No.:

Funding Source: Wells Fargo Equipment Finance

Estimated Completion Date:

Estimated Grant Receipt Date:

IX. DEPARTMENT/DIVISION:

Project Manager: Lany Reber Date 12-Jun-14

DIVISION MANAGER Signature Date 12 Jun 14

DEPARTMENT DIRECTOR Signature Date 6-17-14

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	6/20/14	JB	✓		Public Works
Cash Flow					Engineering
					Project Manager

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