

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: Engineering Services Vehicle Purchase
 III. Project/Item(s) Description: Purchase a 2015 Sport Utility Vehicle AWD V-6. This vehicle will replace a 2009 Ford Escape that was totalled by a non-insured motorist.

Purchase from Lamb Chevrolet State Bid Contract. \$25,099. Chevrolet Traverse

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 25,099.00

VI. BASIS OF PAYMENT Assessed

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 Single Payment

X

 Non-Assessed

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 Partial Payment

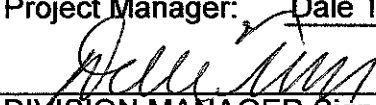
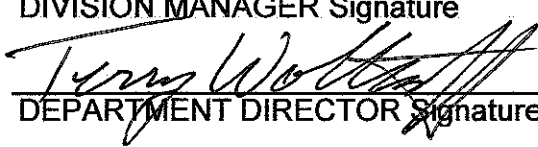
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VII. APPROPRIATION DATA

Amount	\$25,099			
Fund Name	PW Admin			
Department	108			
Line Item	4360			
Fund	101			

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

IX. DEPARTMENT/DIVISION:

Project Manager: Dale Tech Date 12-4-14

 DIVISION MANAGER Signature Date 12-4-14

 DEPARTMENT DIRECTOR Signature Date 12-4-14

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation	Date	Initial	Yes		
Cash Flow	<u>12/6/14</u>	<u>[Signature]</u>	<input checked="" type="checkbox"/>		Investment Desk
					Public Works
					Engineering
					Project Manager