

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: Sweeper Broom Refills
 III. Project/Item(s) Description: _____

IV. BID LETTING DATE: April 1, 2015

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 30,000.00



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

VII. APPROPRIATION DATA

Amount	\$30,000.00				
Fund Name	Streets				
Department	401				
Line Item	4253				
Fund	101				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____

 DIVISION MANAGER Signature _____ Date 1/15/2014

 DEPARTMENT DIRECTOR Signature _____ Date 1-16-15

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation Cash Flow	<u>1/19/15</u>	<u>SW</u>	<input checked="" type="checkbox"/>	Investment Desk
				Public Works
				Engineering
				Project Manager