

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 two 2015 1/2 ton 4 wheel drive ext. cab pickup. One will replace a 2001 Chevy S10. One will replace a 2006 Chevy Colorado
This is a 2015 Budgeted item

Purchase from Billion Auto State Bid Contract. \$25,506 each. Chevrolet Silverado

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 51,012.00

VI. BASIS OF PAYMENT Assessed

--

 Non-Assessed

--

 Single Payment

X

 Partial Payment

--

VII. APPROPRIATION DATA

Amount	\$51,012				
Fund Name	PW Admin				
Department	108				
Line Item	4360				
Fund	101				

VIII. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: 3-26-15
 Estimated Grant Receipt Date: _____

IX. DEPARTMENT/DIVISION:

Project Manager: Dale Tech Date 3-26-15

[Signature] Date 3-26-15
 DIVISION MANAGER Signature

[Signature] Date 3-26-15
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	<u>4/2/15</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>		Public Works
Cash Flow					Engineering
					Project Manager