

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: Automotive Truck Lifts for Shop Two

III. Project/Item(s) Description: Purchase two (2) for use by the Street Department.

IV. BID LETTING DATE: March 1, 2016

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 40,000.00

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

VII. APPROPRIATION DATA

Amount	40,000.00			
Fund Name	Equip Maint			
Department	305			
Line Item	4350			
Fund	101			

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

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller Date _____

[Signature] Date 1/4/2016

ADAM M. Date 1-11-16

DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk
	<u>1/14/16</u>	<u>GM</u>	<input checked="" type="checkbox"/>		Public Works
				Engineering	
				Project Manager	