

**ADVERTISING AUTHORITY**

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items which require formal bids, currently anything over \$25,000 (except emergency and repair costs).

- I. PROJECT ID NO.: \_\_\_\_\_
- II. PROJECT NAME: \_\_\_\_\_
- III. Project/Item(s) Description: High Capacity, 4-wheel drive self-propelled rotary mowing unit
- IV. BID LETTING DATE: \_\_\_\_\_
- V. (If applicable) Grant No.: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_  
 Estimated Completion Date: \_\_\_\_\_  
 Estimated Grant Receipt Date: \_\_\_\_\_

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 55,000

VII. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single	<input checked="" type="checkbox"/>	Partial	<input type="checkbox"/>
Payment		Payment	

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$ 55,000</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

IX. APPROPRIATION DATA

Fund 0101 \_\_\_\_\_

Department 0607 \_\_\_\_\_

Line Item 4360 \_\_\_\_\_

X. DEPARTMENT/DIVISION:

\_\_\_\_\_ Date 1/28/11

PROJECT MANAGER  
*Tom Van Dusen* Date 1/27/11

DIVISION MANAGER  
*[Signature]* Date 1-27-11

PARKS AND RECREATION DIRECTOR

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation	<u>2/3/11</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk Parks and Recreation Parks Division Project Manager
Cash Flow	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	