

PURCHASING 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 \$15,000 (except emergency repair costs).

I. PROJECT ID NO.: _____

II. PROJECT NAME: 1 Chevrolet Caprice patrol car

III. Project/Item(s) Description: Reference state bid # 16543, Adding to fleet

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) \$27,699

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund					
Department	201				
Line Item	4360				

X. DEPARTMENT/DIVISION: _____

Project Manager: Mark Erickson Date 9-3-14

Don Heorick Date 9-3-14

DEPARTMENT/DIVISION MANAGER Signature

[Signature] Date 9-3-14

DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy	
Appropriation Cash Flow	Date	Initial	Yes	No	Investment Desk Public Works Engineering Project Manager	