

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: *WALK-BEHIND-STEEL FACED ROLLER (ASPHALT)*  
 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) \$ *30,000*

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund *108*

Department *301*

Line Item *4360*

X. DEPARTMENT/DIVISION:

Project Manager: *[Signature]*

Date *5/24/00*

Date

DEPARTMENT/DIVISION MANAGER Signature

Date

PUBLIC WORKS DIRECTOR Signatures

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