

ADVERTISING AUTHORITY PW062701-02

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 and repair costs).

I. PROJECT ID NO.: _____
 II. PROJECT NAME: _____
 III. Project/Item(s) Description: One (1) New Current Year Model Cargo Van

IV. BID LETTING DATE: July 2, 2001

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

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 17,000

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
Aug 6 2001	\$17,000	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$17,000	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	<u>0101</u>	_____	_____	_____	_____
Department	<u>0108</u>	_____	_____	_____	_____
Line Item	<u>4360</u>	_____	_____	_____	_____

X. DEPARTMENT/DIVISION: Engineering Division

Project Manager: _____ Date _____
Randall Nelson Date 6/7/01

DEPARTMENT/DIVISION MANAGER Signature _____ Date _____

PUBLIC WORKS DIRECTOR Signatures _____

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

