

Revised 12/8/95

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

I. PROJECT IDENTIFICATION NO.: _____

II. PROJECT NAME: _____

III. Description of Project/Item(s): Greens mower

IV. BID LETTING DATE: April 1, 2004

V. (IF APPLICABLE) Grant No.: _____

Funding Source: _____

Estimated Completion Date: _____

Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S): \$ 26,000

VII. BASIS OF PAYMENT: Assessed () Non-Assessed ()
Single Payment () Partial Payment ()

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount
<u>May 1, 2004</u>	\$ <u>26,000</u>	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total	\$ <u>26,000</u>	\$ _____	\$ _____

IX. APPROPRIATION DATA

Fund 604
Department 4030
Line Item 4360

X. DEPARTMENT/DIVISION: Park & Rec / GOLF

Project Manager _____ Date _____

James J. [Signature] Date 3/5/04
~~DEPARTMENT HEAD / DIVISION MANAGER~~ Signature

[Signature] Date 3-8-04
~~PUBLIC WORKS DIRECTOR~~ Signature

	FINANCE OFFICE USE ONLY		Approved	
	Date	Initial	Yes	No
Appropriation ✓	<u>3/9/04</u>	<u>[Initial]</u>	✓	_____
Cash Flow ✓	_____	_____	_____	_____

Carbon Copy
Investment Desk
Public Works
Engineering
Project Manager