

REQUEST AUTHORIZATION FOR MAYOR AND FINANCE OFFICER TO SIGN PROFESSIONAL SERVICES AGREEMENT OR AMENDMENT

No. PW051104-09

Date:

Project Name & Number: Whitehead Ballfield Improvements Phase 2 Project PR04-1404

CIP #: 50086

Project Description: Design lighting system for west Whitehead Ballfield

Consultant: West Plains Engineering

Original Contract Amount: \$1664.78

Original Completion Date: July 5, 2004

Amendment Number:

Amendment Description:

Current Contract Amount: _____

Current Completion Date: _____

Change Requested: _____

New Contract Amount: _____ \$0.00

New Completion Date: _____

Funding Source This Request:

Amount	Dept.	Line Item	Comments
\$1,664.78	8912	4225	
\$1,664.78	Total		

Agreement Review & Approvals

Project Manager Date

Division Manager Date

Department Director Date

City Attorney Date

ROUTING INSTRUCTIONS

Route **two** originals of the **Agreement** for review and signatures.
 Finance Office - Retain one original
 Project Manager - Retain second original for delivery to Consultant
 cc: Public Works
 Engineering
 Project Manager

FINANCE OFFICE USE ONLY

(Note to Finance: Please write date of Agreement in appropriate space in the Agreement document)

	Date	Initials	Approved	
Appropriation			Y	N
Cash Flow			Y	N