

**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 \$25,000 (except emergency and repair costs).

- I. PROJECT ID NO.: OUT - FRONT MOWER
- II. PROJECT NAME: \_\_\_\_\_
- III. Project/Item(s) Description: One (1) 72" OUT-FRONT MOWER FOR THE PARKS Division
- IV. BID LETTING DATE: July 1, 2004 June 24, 2004
- V. (If applicable) Grant No.: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_  
 Estimated Completion Date: \_\_\_\_\_  
 Estimated Grant Receipt Date: \_\_\_\_\_

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 20,000<sup>00</sup>

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

VIII. DISBURSEMENT SCHEDULE

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

IX. APPROPRIATION DATA

Fund 0208  
 Department 0607  
 Line Item 4360

X. DEPARTMENT/DIVISION:

Project Manager: Lon Van Deusen Date 5/6/04  
Lon Van Deusen  
 DEPARTMENT/DIVISION MANAGER Signature Date 5/6/04  
[Signature]  
 PUBLIC WORKS DIRECTOR Signatures Date 5/7/04  
Park + Recreation

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation	<u>5/10/04</u>	<u>[Initial]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk Public Works
Cash Flow	—	—	<input type="checkbox"/>	<input type="checkbox"/>	Engineering
	—	—	<input type="checkbox"/>	<input type="checkbox"/>	Project Manager