

ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the City Council and/or Committees of the City Council. This covers all items which require formal bids, currently anything over \$25,000 (except emergency and repair costs)

I. PROJECT ID NO.: PR04-1428 CIP 50086

II. PROJECT NAME: WHITEHEAD BALLFIELD IMPROVEMENTS PHASE 3

III. Project/Item(s) Description: Irrigation, Fencing, Grading & Seeding

IV. BID LETTING DATE: NOV. 2, 2004

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

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 40,000.00

VII. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	X

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
		\$	\$	\$	\$
February 1, 2005	\$ 10000	\$	\$	\$	\$
March 1, 2005	\$ 10000	\$	\$	\$	\$
April 1, 2005	\$ 10000	\$	\$	\$	\$
May 1, 2005	\$ 10000	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$ 40000	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund 505

Department 8912

Line Item 4372

X. DEPARTMENT/DIVISION: ENGINEERING

Project Manager: _____ Date _____

_____ Date _____

DIVISION MANAGER Signature

_____ Date _____

DEPARTMENT DIRECTOR Signature

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