

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

Date:

Project Name & Number: Utility Maintenance Storage Building

CIP #:

Project Description: Structural design for proposed 40' x 60' pole building

Consultant:

Original Contract Amount: \$ 900.00

Original Contract Date:

Original Completion Date:

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
\$800.00	7071	4225	consultant services
\$100.00	7071	4225	reimbursables
\$900.00	Total		

Agreement Review & Approvals

	7-12-06 Date		Date
	7/14/06 Date		7/13/06 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	