

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.:
- II. PROJECT NAME:
- III. Project/Item(s) Description: Permission to purchase from State contract # 14741 with Western Stationers of RC,SD : Components & Installation for: (1) Office Work Station - complete

- IV. BID LETTING DATE:
- V. (If applicable) Grant No.:
Funding Source:
Estimated Completion Date:
Estimated Grant Receipt Date:

VI. ESTIMATED COST OF PROJECT/ITEM(S)
\$2,787.80

VII. BASIS OF PAYMENT	Assessed	<input type="checkbox"/>	Non-Assessed	<input type="checkbox"/>
	Single Payment	X	Partial Payment	<input type="checkbox"/>

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	101				
Department	301				
Line Item	4350				

X. DEPARTMENT/DIVISION: (Signatures)

Project Manager: Don Brumbaugh	Date 8-3-06
DEPARTMENT/DIVISION MANAGER Don Brumbaugh	Date 8-3-06
PUBLIC WORKS DIRECTOR	Date

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