

REQUEST FOR 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 NO.: _____ CIP No. _____
 II. PROJECT NAME: _____
 III. Project/Item(s) Description: Sweeper Broom Refills

IV. BID LETTING DATE: April 13, 2010

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 30,000.00 Various Throughout the Year

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

VII. APPROPRIATION DATA

Amount	\$30,000.00				
Fund Name	Street Cleaning				
Department	401				
Line Item	4253				
Fund	101				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Don Brumbaugh Date 3/2/10
 Don Brumbaugh Date 3/2/2010
 DIVISION MANAGER Signature _____
 DEPARTMENT DIRECTOR Signature _____ Date 3-2-10

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation	Date	Initial	Yes		
Cash Flow	3/1/10	DB	✓		Investment Desk
					Public Works
					Engineering
					Project Manager