

REQUEST FOR PURCHASING 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: Utility Maintenance Pickup
 III. Project/Item(s) Description: Purchase of a 3/4 ton pickup for the use by the utility maintenance.
This purchase is a replacement for Unit C851, a 1999 3/4 ton Dodge pickup with 105,218 miles
Request is to purchase locally from McKie Ford using state bid specification #16030.
Price is \$1.00 less than the State Bid.

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 23,492.00

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

VII. APPROPRIATION DATA


Amount	23,492.00				
Fund Name	Water Recl				
Department	7071				
Line Item	4360				
Fund	604				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Dave Van Cleave Date 3/8/2011
 _____ Date _____

DIVISION MANAGER Signature
 _____ Date 3-9-11
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk Public Works Engineering Project Manager
	<u>3/9/11</u>		<input checked="" type="checkbox"/>		