

## 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: Sweeper Broom Refills  
 III. Project/Item(s) Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

IV. BID LETTING DATE: First Quarter 2012

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

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

VII. APPROPRIATION DATA

Amount	\$30,000.00				
Fund Name	Streets				
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: Amber Sitts *AS* Date 1/16/2012  
Don Brumbaugh Date 1/16/2012  
 DIVISION MANAGER Signature  
*[Signature]* Date 1-18-12  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	<u>1/19/12</u>	<i>AS</i>	<input checked="" type="checkbox"/>		Public Works
Cash Flow					Engineering
					Project Manager