

### 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: Water Rec Div purchase of a Utility Vehicle from State Bid.  
 III. Project/Item(s) Description: Purchase from state bid contract #16216 from Beck Motors in Pierre of a 2012 Chevrolet Traverse in replacement of unit 810, a 1999 Jeep Cherokee.  
Unit Price is \$25,107.00 including delivery charge. Local Chevrolet Dealer was contacted and unable to match the state bid price.

IV. BID LETTING DATE: \_\_\_\_\_

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 25,107.00

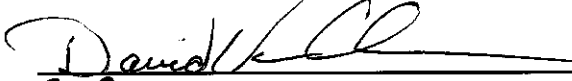

VI. BASIS OF PAYMENT  
 Assessed  Single Payment  Non-Assessed  Partial Payment

VII. APPROPRIATION DATA

Amount	\$ 25,107.00				
Fund Name	Water Recl				
Department	0830-7072				
Line Item	4350				
Fund	604				

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

IX. DEPARTMENT/DIVISION:

Project Manager:  Date 3/7/12  
 Date 3/7/12  
 DIVISION MANAGER Signature  
 \_\_\_\_\_ Date \_\_\_\_\_  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation	Date	Initial	Yes		Investment Desk Public Works Engineering Project Manager
Cash Flow					