

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: Traffic Engineering Vehicle Purchase

III. Project/Item(s) Description: Purchase a 2013 1/2 ton 4 wheel drive ext. cab pickup. This pickup will replace a 1993 Chevy Pickup. This vehicle replacement was included in the 2013 budget.

Purchase from Mckie Ford in the amount of \$23,146. Match State Bid Contract

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 23,146.00

VI. BASIS OF PAYMENT

Assessed	<input type="checkbox"/>	Non-Assessed	<input type="checkbox"/>
Single Payment	<input checked="" type="checkbox"/>	Partial Payment	<input type="checkbox"/>

VII. APPROPRIATION DATA

Amount	\$23,146			
Fund Name	Traffic Eng			
Department	205			
Line Item	4360			
Fund	101			

VIII. (If applicable)

Grant No.: _____

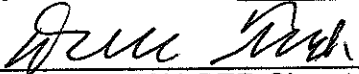
Funding Source: _____

Estimated Completion Date: _____


Estimated Grant Receipt Date: _____

IX. DEPARTMENT/DIVISION:

Project Manager: Dale Tech Date 5-7-13

 Date 5-7-13

DIVISION MANAGER Signature

 Date 5-7-13

DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy	
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk	
		<u>5/8/13</u>	<u>DT</u>	<input checked="" type="checkbox"/>		Public Works
					Engineering	
					Project Manager	