

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.: _____
 II. PROJECT NAME: Engineering Division Vehicle Purchase
 III. Project/Item(s) Description: Purchase a 2014 Utility 4x4, 4 Door (Ford Explorer). This vehicle is included in the 2013 Public Works/Engineering Division budget.

Purchase from McKie Ford in the amount of \$26,138. Match State Bid Contract

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 26,138.00

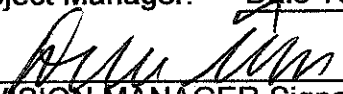
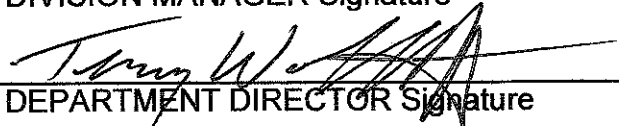
VI. BASIS OF PAYMENT
 Assessed Single Payment Non-Assessed Partial Payment

VII. APPROPRIATION DATA

Amount	\$26,138				
Fund Name	PW Admin				
Department	108				
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 11/6/2013

 DIVISION MANAGER Signature Date 11-6-13

 DEPARTMENT DIRECTOR Signature Date 11-7-13

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation Cash Flow	<u>11/7/13</u>	<u>DT</u>	<input checked="" type="checkbox"/>		Public Works
					Engineering
					Project Manager