

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: _____
 III. Project/Item(s) Description: Wide area rotary mower for the Parks Division

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 60,000⁰⁰

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

VII. APPROPRIATION DATA

Amount	<u>60,000⁰⁰</u>				
Fund Name	<u>Parks-BF</u>				
Department	<u>0607</u>				
Line Item	<u>4360</u>				
Fund	<u>0101</u>				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Lon Van Deusen Date 2/3/14
Lon Van Deusen Date 2/3/14
 DIVISION MANAGER Signature
[Signature] Date 2-3-14
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy	
	Date	Initial	Yes		
Appropriation	<u>2/5/14</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>		Investment Desk
Cash Flow					Public Works
					Engineering
					Project Manager