

REQUEST FOR PURCHASE

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: Recreation Division Vehicle Purchase
 III. Project/Item(s) Description: Purchase a 2014 Explorer Utility Vehicle 4x4. This vehicle will replace a 1991 Ford Explorer sold at the 2013 Spring city auction
Purchase from Mckie Ford in the amount of \$26,138 Matched state Bid Contract #16546

IV. BID LETTING DATE: _____
 V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 26,138.00

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

VII. APPROPRIATION DATA

Amount	\$26,138				
Fund Name	Recreation				
Department	601				
Line Item	4360				
Fund	101				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____

 DIVISION MANAGER Signature _____ Date 2-4-14

 DEPARTMENT DIRECTOR Signature _____ Date 2-4-14

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