

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: Purchase of a 3/4 ton pickup for the Storm Water Utility
 III. Project/Item(s) Description: Purchase of a 3/4 ton pickup from McKie Ford as a state bid match to state bid contract 16544. Unit will be a 2015 model year. Unit is part of the initial equipment supply for the Storm Water Drainage Utility

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ \$22,769.82 (incl a \$160.00 desintation charge)



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

VII. APPROPRIATION DATA

Amount	\$22,769.82				
Fund Name	Storm Water				
Department	7401				
Line Item	4360				
Fund	609				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Lany Reber Date 17/5/14
 Date 17/5/14
 DIVISION MANAGER Signature
 Date 7-23-14
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		
Appropriation Cash Flow	7/24/14	DR	✓		Investment Desk
					Public Works
					Engineering
					Project Manager