Rev 12/21/09

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.:

II. PROJECT NAME: Copier Lease and Maintenance

III. Project/Item(s) Description: Leasing and maintenance contract for one (1) black and white copier and one (1) color copier for shared use with Community Planning

IV. BID LETTING DATE: September 2014

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 60,000 ($28,000 for B&W; $32,000 for Color)

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	X

VII. APPROPRIATION DATA

Amount	$28,000	32,000			
Fund Name	PW Admin	PW Admin			
Department	108	108			
Line Item	4253	4253			
Fund	101	101			

VIII. (If applicable)

Grant No.:

Funding Source:

Estimated Completion Date:

Estimated Grant Receipt Date:

IX. DEPARTMENT/DIVISION:

Project Manager: Amber Sitts Date 8/13/14

Date

DIVISION MANAGER Signature

Date 8-14-14

DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	8/14/14	DW	✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)