Rev 12/21/09

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: Engineering Services Vehicle Purchase

III. Project/Item(s) Description: Purchase a 2015 Sport Utility Vehicle AWD V-6. This vehicle will replace a 2009 Ford Escape that was totalled by a non-insured motorist.

Purchase from Lamb Chevrolet State Bid Contract. $25,099. Chevrolet Traverse

IV. BID LETTING DATE:

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 25,099.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment	x	Partial Payment	

VII. APPROPRIATION DATA

Amount	$25,099				
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 12-4-14

DIVISION MANAGER Signature Date 12-4-14

DEPARTMENT DIRECTOR Signature Date 12-4-14

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

(PW2 . 110891)