

**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: E35 T4 ZTS Bobcat Compact Excavator  
 III. Project/Item(s) Description: for use by the Parks Division

IV. BID LETTING DATE: February 17, 2015

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 60,000.00

VI. BASIS OF PAYMENT


Assessed	<input type="checkbox"/>	Non-Assessed	<input type="checkbox"/>
Single Payment	<input checked="" type="checkbox"/>	Partial Payment	<input type="checkbox"/>

VII. APPROPRIATION DATA

Amount	\$60,000			
Fund Name	General			
Department	607			
Line Item	4360			
Fund				

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

IX. DEPARTMENT/DIVISION:

Project Manager: \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date 21-Jan-15  
 DIVISION MANAGER Signature  
 \_\_\_\_\_ Date 21-Jan-15  
 DEPARTMENT DIRECTOR Signature

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