

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 two 2015 1/2 ton 4 wheel drive ext. cab pickup. One will replace a 1999 Dodge Durango. One will replace a 2003 Ford Ranger that was totalled by an uninsured motorist. This is a 2014 budget item. This request replaces the purchasing authority approved in December 2014 as the original dealer cannot fulfill the purchase.
Purchase from Billion Auto State Bid Contract. \$25,506 each. Chevrolet Silverado

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 51,012.00



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

VII. APPROPRIATION DATA

Amount	\$51,012				
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 3-26-15
 Date 3-26-15
 DIVISION MANAGER Signature
 Date 3-26-15
 DEPARTMENT DIRECTOR Signature

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