

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: Rubber Tracked Mini Excavator
 III. Project/Item(s) Description: Excavator for use by Utility Maintenance.

IV. BID LETTING DATE: June 9, 2015

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 50,000.00

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

VII. APPROPRIATION DATA

Amount	\$50,000				
Fund Name	Water				
Department	7012				
Line Item	4360				
Fund	602				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____

John Wagner
 DIVISION MANAGER Signature Date 5/6/2015

James W. ...
 DEPARTMENT DIRECTOR Signature Date 5-6-15

FINANCE OFFICE USE ONLY			Approved		Carbon Copy	
Appropriation	Date	Initial	Yes		Investment Desk	
Cash Flow	<u>5/7/15</u>	<u>JW</u>	<input checked="" type="checkbox"/>		Public Works	
					Engineering	
					Project Manager	