

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 ID NO.: _____
 II. PROJECT NAME: One (1) New Current Year 4 x 4 Utility Vehicle for Public Works
 III. Project/Item(s) Description: Purchase under State Contract #13774

IV. BID LETTING DATE: _____
 V. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ **24,386**

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
April 2003	\$ 12,193	\$ 12,193	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$ 12,193	\$ 12,193	\$	\$	\$

IX. APPROPRIATION DATA

Fund 602 604

Department 7013 7072

Line Item 4360 4360

X. DEPARTMENT/DIVISION:

Project Manager: *John Wagner* Date February 5, 2003

DEPARTMENT/DIVISION MANAGER Signature Date _____

PUBLIC WORKS DIRECTOR Signature Date _____

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Date	Initial	Yes	No		
Appropriation				Investment Desk	
Cash Flow				Public Works	
				Engineering	
				Project Manager	