

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: WRF Facility Purchase of a 3/4 ton pickup from McKie Ford.
 III. Project/Item(s) Description: Purchase is a match to state bid #16220 awarded to Lamb Motors. McKie Ford has agreed to match the bid and delivery price for a total of \$22,907.00
Purchase is a replacement for unit # 802. Unit is 11 years old with electrical mechanical problems.
Unit will be placed on surplus once the new vehicle arrives.

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 22,907.00

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

VII. APPROPRIATION DATA

Amount	\$ 22,907.00				
Fund Name	Water Recl				
Department	830-7072				
Line Item	4360				
Fund	604				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Paul R. Bank Date 3.7.12
David V. Chen Date 3/7/12
 DIVISION MANAGER Signature

 DEPARTMENT DIRECTOR Signature Date _____

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