

ADVERTISING AUTHORITY

No. PW012803-04

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: _____

III. Project/Item(s) Description: Let bids for 1 new Cargo Van

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) \$ 24,000

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
3/15/2003	\$ 24,000	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund 101

Department 108

Line Item 4360

X. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____

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