

ADVERTISING AUTHORITY

No. PW012803-05

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 Survey Wagon (3/4 ton Suburban)

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) \$ 32,000

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

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
#####	\$ 32,000	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA
 Fund 101
 Department 108
 Line Item 4360

X. DEPARTMENT/DIVISION: _____
 Project Manager: _____ Date _____
 _____ Date _____
 DEPARTMENT/DIVISION MANAGER Signature
 _____ Date _____
 PUBLIC WORKS DIRECTOR Signature

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