

ADVERTISING AUTHORITY

PW032707-03

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: Copy Management Program
 III. Project/Item(s) Description: 1 Black & White Copier and 1 Color Copier

IV. BID LETTING DATE: May 7, 2007

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ B/W - \$19,100.00 Color - \$8,200.00

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

VII. APPROPRIATION DATA

Amount	\$19,000.00	\$8,200.00		
Fund	101	101		
Department	108	108		
Line Item	4253	4253		

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

IX. DEPARTMENT/DIVISION: Public Works
 Project Manager: Karen Jones Date 3/21/2007

 DIVISION MANAGER Signature Date _____

 DEPARTMENT DIRECTOR Signature Date _____

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