REQUEST FOR PURCHASE

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)

l. II. III.	PROJECT NO.: PROJECT NAME: Current model year Dodge Cargo Van Water Recl Storm Water \$26,836.00 Project/Item(s) Description: Purchase current model year Dodge Cargo Van from Liberty Superstore, price is lower than State contract #17254 pricing (\$28,723.00)						
IV.	BID LETTING DA	ATE: N/A					
V.	ESTIMATED COST OF PROJECT/ITEM(S) \$ 26,836.00						
VI.	BASIS OF PAYMENT Assessed Single Payment		X			lon-Assessed artial Payment	
VII.	APPROPRIATION DATA						
	Amount	\$26,836.00					
	Fund Name		е				
	Department	t 7401					
	Line Item Fund	4360					
	runa	609					
VIII.	(If applicable)	Cable) Grant No.: Funding Source: Estimated Completion Date: Estimated Grant Receipt Date:					
IX.	DEPARTMENT/	DIVISION:					
Project Manager: Gena Miller			1C		Date	4/3/2019	
(DIVISION MANA	GER Signature			Date	5 Apr 19	
	DEPARTMENT DIRECTOR Signature				Date	4-9-19	
FINANCE OFFICE USE ONLY				Approved		Carbon Copy	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Date Initi	al) Ye		Investment		
Appr	opriation 4	1519 2			Public Works		
Cash	Flow				Engineering	-	
					Project Mai	nager	

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