

## 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: Dodge Ram 2500 4x4 Pickup  
 III. Project/Item(s) Description: Purchase one (1) from Liberty Superstore they will honor state bid for use by the Engineering Department.  
This purchase is to replace T706 -2002 Chevrolet Van, VIN: 1GCGG25R121161080

IV. BID LETTING DATE: Purchase based upon State Contract #17149 - For Budget year 2018

V. ESTIMATED COST OF PROJECT/ITEM(S)      \$ 26,435.00

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

VII. APPROPRIATION DATA

Amount	26,435.00				
Fund Name	Traffic Engineering				
Department	205				
Line Item	4360				
Fund	101				

VIII. (If applicable) Grant No.: \_\_\_\_\_  
 Funding Source: Budget year 2018  
 Estimated Completion Date: \_\_\_\_\_  
 Estimated Grant Receipt Date: \_\_\_\_\_

IX. DEPARTMENT/DIVISION:

Project Manager: <u>Gena Miller</u>	Date	<u>4/27/2018</u>
	Date	<u>4-30-18</u>
DIVISION MANAGER Signature		
	Date	<u>4-30-18</u>
DEPARTMENT DIRECTOR Signature		

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk Public Works Engineering Project Manager
	<u>5/2/18</u>	<u>GM</u>	<input checked="" type="checkbox"/>		