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).

I. PROJECT NO.: ____________________________

II. PROJECT NAME: Dodge Ram 1500 1/2 ton 4x4 Extended Cab Short Box Pickup

III. Project/Item(s) Description: Purchase one (1) from Liberty Superstore, they will honor the state bid price. For use by Water Reclamation.

This unit is to replace W806 - 2004 Chevrolet 1/2 ton Pickup, 111,830 miles.

Budgeted for 2018: Not Budgeted

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 25,192.00

VI. BASIS OF PAYMENT

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VII. APPROPRIATION DATA

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<td>Fund</td>
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VIII. (If applicable)

Grant No.: ____________________________

Funding Source:

Estimated Completion Date:

Estimated Grant Receipt Date:

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller

Date 11/13/2018

DIVISION MANAGER Signature

Date 13 Nov 18

DEPARTMENT DIRECTOR Signature

Date 11-13-18

FINANCE OFFICE USE ONLY

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Investment Desk
Public Works
Engineering
Project Manager

(PW2 110891)