

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: CHEVROLET EXPRESS PASSENGER VAN
 III. Project/Item(s) Description: _____
Authorize Purchase of a 2019 Chevrolet Express 1 Ton, 12 Passenger Van, Liberty Superstores with
matching State Bid Pricing in the amount of \$28,723.00 *2019 Budget - Currently in 4350 - will be paid from*
4360.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 28,723.00

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

VII. APPROPRIATION DATA

Amount	28723.00				
Fund Name	Recreation Division				
Department	601				
Line Item	4360				
Fund	101				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____
 _____ Date 12-17-18
 DIVISION MANAGER Signature
 _____ Date 12/17/18
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation Cash Flow	<u>12/18/18</u>	<u>JB</u>	<input checked="" type="checkbox"/>	<u>2019 Budget</u>