

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 Silverado
 III. Project/Item(s) Description: Authorize Purchase of a 2019 Chevrolet Silverado 3/4 Truck, 4x4 Extended Cab Short Box for the Parks Maintenance Division in the amount of \$28,642.00. To be purchased off of State Bid Contract #17256 from Lamb Chevrolet. 2019 Budget

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 28,642.00

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

VII. APPROPRIATION DATA

Amount	28642.00			
Fund Name	Parks Division			
Department	607			
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 12/13/18
 DIVISION MANAGER Signature

 _____ Date 12/13/18
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation	<u>12/13/18</u>	<u>JES</u>	<input checked="" type="checkbox"/>	<u>2019 Budget</u>
Cash Flow				

Investment Desk
 Public Works
 Engineering
 Project Manager