

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: Boom Mower and Twin Flail Attachment
 III. Project/Item(s) Description: _____
Authorize Purchase of a 2019 Diamond Boom Mower and Twin Flail Attachment from Diamond Mowers for the Parks Maintenance Division in the amount of \$83,101.00. To be purchased with NJPA Contract #052417-DMM. A loan will be issued for the purchase of this equipment.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 83,101.00

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

VII. APPROPRIATION DATA

Amount	83101.00				
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: *Scott J. Anderson* Date 1-7-19
Scott J. Anderson Date 1-7-18 19
 DIVISION MANAGER Signature
[Signature] Date 1-7-19
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation	<u>1/7/19</u>	<u>SA</u>	<input checked="" type="checkbox"/>	Investment Desk
Cash Flow				Public Works
				Engineering
				Project Manager