

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: John Deere 5100M Utility Tractor
 III. Project/Item(s) Description: Authorize Purchase of a 2019 John Deere 5100 M Utility Tractor for the Parks Maintenance Division from RDO Equipment in the amount of \$61,499.52. To be purchased with Sourcewell AG Tractors Contract #021815-DAC (PG 1P CG 70). A loan will be issued for the purchase of this equipment.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 61,499.52

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

VII. APPROPRIATION DATA

Amount	61499.52				
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: [Signature] Date 1-7-19
[Signature] Date 1-7-18 19
 DIVISION MANAGER Signature
[Signature] Date 1-7-19
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Appropriation	Date	Initial	Yes	
Cash Flow	1/7/19	[Initials]	✓	Investment Desk
				Public Works
				Engineering
				Project Manager