

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: Mini Track Loader
 III. Project/Item(s) Description: Authorize Purchase of a 2019 MT85 Mini Track Loader with 44" General Purpose Bucket and 48" Angle Broom for the Parks Maintenance Division in the amount of \$30,162.41. To be purchased with NJPA Contract #042815-CEC from Jenner Equipment.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 30,162.41

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

VII. APPROPRIATION DATA

Amount	30162.41				
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 12/24/18
 DIVISION MANAGER Signature: [Signature] Date 12/24/18
 DEPARTMENT DIRECTOR Signature: [Signature] Date 01/07/19

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