

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: Bobcat Skid-Steer Loader
 III. Project/Item(s) Description: Authorize Purchase of a 2019 S595 Bobcat Skid-Steer Loader for the Parks Maintenance Division in the amount of \$39,511.94. To be purchased with NJPA Contract #042815-CEC from Jenner Equipment.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 39,511.94

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

VII. APPROPRIATION DATA

Amount	39511.94				
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 1-14-19
[Signature] Date 1-14-19
 DIVISION MANAGER Signature
[Signature] Date 1-15-19
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation Cash Flow				Investment Desk
				Public Works
				Engineering Project Manager