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
   - Assesssed
   - Single Payment
   - Non-Assessed
   - Partial Payment

VII. APPROPRIATION DATA

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VIII. (If applicable) Grant No.: 
Funding Source: 
Estimated Completion Date: 
Estimated Grant Receipt Date: 

IX. DEPARTMENT/DIVISION:

Project Manager: 
Date: 1-14-19

DIVISION MANAGER Signature: 
Date: 1-14-19

DEPARTMENT DIRECTOR Signature: 
Date: 1-15-19

FINANCE OFFICE USE ONLY

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