

### REQUEST FOR PURCHASE

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.: \_\_\_\_\_

II. PROJECT NAME: Current Model Year Ford F350 4x4 Extended Cab Pickup

III. Project/Item(s) Description: McKie Ford will honor the state contract price Contract # 17257  
This purchase is to replace W303 - 2011 Ford F250 4x4 Supercab pickup  
VIN: 1FT7X2B66BEC58102 For use by the Utility Maintenance Department

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 42,070.00

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

VII. APPROPRIATION DATA

Amount	\$42,070.00				
Fund Name	Wtr Dist/Coll				
Department	7012				
Line Item	4360				
Fund	602				


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

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller Date 2/21/2019

 Date 2/21/19  
 DIVISION MANAGER Signature

 Date 2-26-19  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy	
Appropriation	Date	Initial	Yes			
Cash Flow	<u>2/28/19</u>	<u></u>	<input checked="" type="checkbox"/>			Investment Desk
						Public Works
						Engineering
						Project Manager