

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 Dodge 2500 4x4 Pickup for WW Collection \$30,931.00
 III. Project/Item(s) Description: Purchase current model year Dodge 2500 4x4 Pickup from Liberty Superstore, price is lower than State contract #17253 pricing of \$34,071.24. For use by the Waste Water Department. This unit will be an addition to the fleet

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 30,931.00

VI. BASIS OF PAYMENT

Assessed Single Payment	<input type="checkbox"/>	Non-Assessed Partial Payment	<input type="checkbox"/>
	<input checked="" type="checkbox"/>		<input type="checkbox"/>


VII. APPROPRIATION DATA


Amount	\$30,931.00				
Fund Name	Waste Water				
Department	7071				
Line Item	4360				
Fund	604				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller - FMC Date: 4/3/2019

 Date: 5 Apr 19
 DIVISION MANAGER Signature

 Date: 4-9-19
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy	
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk	
	<u>4/15/19</u>	<u>GM</u>	<input checked="" type="checkbox"/>		Public Works	
					Engineering	
					Project Manager	