ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over $15,000 (except emergency repair costs).

I. PROJECT ID NO.: _____

II. PROJECT NAME: Purchase of one Dodge Mini Van

III. Project/Item(s) Description: Re: state bid #17259, Replacing aging Quality of Life Mini Van

IV. BID LETTING DATE: _____

V. *(IF APPLICABLE)* Grant No.:
Funding Source:
Estimated Completion Date:
Estimated Grant Receipt Date:

VI. ESTIMATED COST OF PROJECT/ITEM(S) ~~$19,461.00~~ $23,361.00

VII. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	$	$	$	$	$
	$	$	$	$	$
	$	$	$	$	$
	$	$	$	$	$
	$	$	$	$	$
	$	$	$	$	$
	$	$	$	$	$
	$	$	$	$	$
	$	$	$	$	$
Total	**$**	**$**	**$**	**$**	**$**

IX. APPROPRIATION DATA

Fund	101				
Department	201				
Line Item	4360				

X. DEPARTMENT/DIVISION: _____

Project Manager: Lt. Cathy Bock Date _____

Cathy Bock Date 5-22-19
DEPARTMENT/DIVISION MANAGER Signature

Date 5-22-19
DIRECTOR Signature

FINANCE OFFICE USE ONLY	Date	Initial	Approved Yes	Approved No	Carbon Copy
Appropriation	5/22/19		✓		Investment Desk
Cash Flow					Public Works
					Engineering
					Project Manager