Rev 12/21/09

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: Two (2) new current year Model 1/2 ton 4x4 Extended Cab Short Box Pickups

III. Project/Item(s) Description: Purchase two (2) pickups for Engineering Division from Billion Auto listed on the 2016 State Contract #16866, bid item listing #15. This authority replaces the authority approved on 3-21-16 due to unavailability to procure the vehicles.

IV. BID LETTING DATE:

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 51,742.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	

VII. APPROPRIATION DATA

Amount	$51,742				
Fund Name	Engineering				
Department	108				
Line Item	4360				
Fund	101				

VIII. (If applicable)

Grant No.:

Funding Source:

Estimated Completion Date:

Estimated Grant Receipt Date:

IX. DEPARTMENT/DIVISION:

Project Manager: Dale Tech Date 4/21/2016

DIVISION MANAGER Signature Date 4/21/2016

DEPARTMENT DIRECTOR Signature Date 4-21-16

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	4/21/16		✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)