

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: Three (3) New Current Year Model 1/2 Ton 4X4 Extd. Cab Short Box Pickups from

III. Project/Item(s) Description: Billion Auto listed on the 2016 State Bid listing #15 of Contract #16866.

IV. BID LETTING DATE: _____

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 77,613.00

VI. BASIS OF PAYMENT

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

VII. APPROPRIATION DATA

Amount	\$51,742	25,871			
Fund Name	Water	Water			
Department	7012	7011			
Line Item	4360	4360			
Fund	602	602			

VIII. (If applicable) Grant No.: _____

Funding Source: _____

Estimated Completion Date: _____

Estimated Grant Receipt Date: _____

IX. DEPARTMENT/DIVISION:

Project Manager: John Wagner Date 4/21/2016

John Wagner _____ Date 4/21/2016

DIVISION MANAGER Signature

[Signature] _____ Date 4-21-16

DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk Public Works Engineering Project Manager
	<u>4/26/16</u>	<u>JW</u>	<input checked="" type="checkbox"/>		