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
   Single Payment
   Non-Assessed
   Partial Payment

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

DIVISION MANAGER Signature

DEPARTMENT DIRECTOR Signature

Date 4/21/2016

FINANCE OFFICE USE ONLY

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