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: RAM 2500 Crew Cab

III. Project/Item(s) Description:
Authorize Purchase of a 2020 RAM 2500 Crew Cab 4X4 Pickup Truck with 6 ft. box, 6.4L V8 gas engine from Liberty Supersstores with matching State Bid Pricing contract #17345 in the amount of $31,284.00

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 31,284.00

VI. BASIS OF PAYMENT
Assessed
Single Payment XX
Non-Assessed
Partial Payment

VII. APPROPRIATION DATA

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

IX. DEPARTMENT/DIVISION:

Project Manager: [Signature]  
Date

DIVISION MANAGER Signature [Signature]  
Date: [1/20/20]

DEPARTMENT DIRECTOR Signature [Signature]  
Date

FINANCE OFFICE USE ONLY

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