Rev 12/21/09

REQUEST FOR PURCHASE

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.:

II. PROJECT NAME: Request to purchase one (1) Current Model Year 3/4 Ton Pick-Up Truck 4X4

III. Project/Item(s) Description: Request is for the purchase of one (1) Current Model Year 3/4 Ton Pick-Up Truck, 4X4, Crew Cab. Liberty Superstores will match the State Contract #17345 in the amount of $31,664.00. This unit will be a replacement of unit T710 which will be sold at auction. The request is budgeted for 2020.

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 31,664.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	

VII. APPROPRIATION DATA

Amount	$31,664.00				
Fund Name	General Fund				
Department	205				
Line Item	436000				
Fund	101				

VIII. (If applicable)

Grant No.:
Funding Source:
Estimated Completion Date:
Estimated Grant Receipt Date:

IX. DEPARTMENT/DIVISION:

Project Manager: Mandy Hanson Date 1/8/2020

DIVISION MANAGER Signature Date 1-9-20

DEPARTMENT DIRECTOR Signature Date 1-10-2020

FINANCE OFFICE USE ONLY	Date	Initial	Approved		Carbon Copy
			Yes		Investment Desk
Appropriation	1/13/20	[illegible]	✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)