

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: Workman HDX 4WD with Attachments
 III. Project/Item(s) Description: Authorize Purchase of a 2020 Workman HDX 4WD with Full Box, ROPS Cab, Cab Heater and Alternator Kit for the Golf Maintenance Division. Purchased with Omnia (IPA) Contract in the amount of \$33,068.00. A loan will be issued to purchase this equipment.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 33,068.00

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

VII. APPROPRIATION DATA

Amount	33068.00				
Fund Name	Golf Division				
Department	732 905				
Line Item	4360				
Fund	905 732				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date 7-6-20

DIVISION MANAGER Signature _____ Date 7-6-20

DEPARTMENT DIRECTOR Signature _____ Date 7/6/20

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	<u>7/6/20</u>	<u>BD</u>	<input checked="" type="checkbox"/>		Public Works
Cash Flow					Engineering
					Project Manager