

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: Request to purchase (1) One New 2021 Ford F150 4WD Super Cab Pick-Up Truck with a 6.5' box
 III. Project/Item(s) Description: Request to purchase (1) One New 2021 Ford F150 4WD Super Cab Pick-Up Truck with a 6.5' box
It is to be a purchase through the Sourcwell Cooperative contract #120716-NAF with National Auto Fleet in the amount of \$29,961.24.
This is to be a an addition to the fleet and to be used by department 7012.
This is budgeted for 2021.

IV. BID LETTING DATE: n/a

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 29,961.24

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

VII. APPROPRIATION DATA

Amount	\$29,961.24				
Fund Name	Water Enterprise				
Department	7012				
Line Item	4360				
Fund	602				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Mandy Hanson Date 2-Mar-21

COMPLIANCE SPECIALIST Signature _____ Date _____

[Signature] 3/2/2021 Date 3/2/2021
 DIVISION MANAGER Signature _____

DEPARTMENT DIRECTOR Signature _____ Date _____

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Date	Initial	Yes		
Appropriation				Investment Desk
Cash Flow				Public Works
				Engineering
				Project Manager