

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 Reg Cab 8 foot box pickup truck
 III. Project/Item(s) Description: Request to purchase (1) One New 2021 Ford F150 4WD Reg Cab 8 foot box pickup truck
It is to be a purchase through the Sourwell Cooperative contract #120716-NAF with National Auto Fleet in the amount of \$28,068.12.
This is to be a replacement of asset W806 - 2004 Chevrolet VIN 1GCEK19T24Z220731 which is to be declared surplus.

IV. BID LETTING DATE: n/a

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 28,068.12

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

VII. APPROPRIATION DATA

Amount	\$28,068.12				
Fund Name	Wastewater				
	Enterprise Fund				
Department	7072				
Line Item	4360				
Fund	604				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Mandy Hanson Date 18-Mar-21

 Date _____

COMPLIANCE SPECIALIST Signature _____ Date _____

David Va. Chen Date 18 Mar 21

DIVISION MANAGER Signature _____ Date _____

DEPARTMENT DIRECTOR Signature _____ Date _____

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