

PURCHASING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over \$15,000 (except emergency repair costs).

I. PROJECT ID NO.: _____

II. PROJECT NAME: 2021 Jeep Cherokee

III. Project/Item(s) Description: To replace a totaled patrol vehicle. Funds coming from insurance settlement to purchase. State Contract #17614 Liberty Dodge

IV. BID LETTING DATE: _____

V. (IF APPLICABLE) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 29,590

BASIS OF PAYMENT	Assessed		Non-Assessed	
	Single Payment	X	Partial Payment	

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	0101				
Department	0201				
Line Item	4360				


X. DEPARTMENT/DIVISION: _____

Project Manager:  Date 11/2/21

_____ Date _____

DEPARTMENT/DIVISION MANAGER Signature Don Heppner Date 11-2-21

DIRECTOR Signature _____

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes	No	Investment Desk Public Works Engineering Project Manager
		<u>11/2/21</u>	<u></u>	<input checked="" type="checkbox"/>	