

REQUEST FOR ADVERTISING 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 advertise for bids of one (1) new current model year 1/2 ton 4X4 pickup truck
 III. Project/Item(s) Description: Request to advertise for bids of one (1) new current model year 1/2 ton 4X4 pickup truck

IV. BID LETTING DATE: November 1, 2022

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 42,000.00

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

VII. APPROPRIATION DATA

Amount	\$42,000.00				
Fund Name	Water Distribution				
Department	7012				
Line Item	4360				
Fund	6020				

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

IX. DEPARTMENT/DIVISION:

Project Manager: [Signature] Date _____
 COMPLIANCE SPECIALIST Signature [Signature] Date _____
 DIVISION MANAGER Signature _____ Date _____
 DEPARTMENT DIRECTOR Signature [Signature] Date 9-21-22

FINANCE OFFICE USE ONLY			Approved		Carbon Copy	
Appropriation	Date	Initial	Yes			
Cash Flow	<u>9/20/22</u>	<u>ME</u>	<input checked="" type="checkbox"/>			Investment Desk
						Public Works
						Engineering
						Project Manager