

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: 2022 Police Fleet Purchases (Two Dodge Durango SUV's) _____
- III. Project/Item(s) Description: Purchase of two (2) Dodge Durango SUV's from Liberty Superstores in Rapid City, SD _____
- 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)	\$84,098
VII. BASIS OF PAYMENT	Assessed _____
	Single Payment _____
	Non-Assessed _____
	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 _____

_____ Date _____

DEPARTMENT/DIVISION MANAGER Signature
Don Heppner Date 10-20-22

DIRECTOR Signature _____

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation Cash Flow	<u>10/27/22</u>	<u>DH</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk
			<input type="checkbox"/>	<input type="checkbox"/>	Public Works
			<input type="checkbox"/>	<input type="checkbox"/>	Engineering
			<input type="checkbox"/>	<input type="checkbox"/>	Project Manager