

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.: 2023-RSVP
 II. PROJECT NAME: 2023 RSVP Vehicle Purchase
 III. Project/Item(s) Description: Request to advertise bids for one (1) new current year model 4X4 SUV to replace 2010 Ford Explorer.

IV. BID LETTING DATE: February 7, 2023 to award Feb 20, 2023
 V. (IF APPLICABLE) Grant No.: 22SRES0001
 Funding Source: Corporation for National and Community Service (CNCS)
 Estimated Completion Date: 03/31/2023
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 32,000
 VII. BASIS OF PAYMENT Assessed Non-Assessed
 Single Payment XX Partial Payment

VIII. DISBURSEMENT SCHEDULE

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

IX. APPROPRIATION DATA

Fund	0785				
Department	0928				
Line Item	4360				

X. DEPARTMENT/DIVISION: _____
 Project Manager: Ann Hines *Ann Hines* Date 1/14/2023
 Dave Zuh Date 1-16-23
 DEPARTMENT/DIVISION MANAGER Signature Tracy Davis Date 1/17/23
 DIRECTOR Signature _____

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes	No
		<u>1/17/23</u>	<u>AW</u>	<input checked="" type="checkbox"/>
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Investment Desk
 Public Works
 Engineering
 Project Manager