

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: Toro Groundsmaster 4000T4 AWD Wide Area Rotary Mower
 III. Project/Item(s) Description: _____
Authorize purchase of a 2017 Toro Groundsmaster 4000T4 AWD Wide Area Rotary Mower with Auto Reversing Fan, Air Ride Seat, Light Adaptor Kit and Road Light Kit from Midwest Turf & Irrigation, through National IPA, in the total amount of \$61807.00

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 61,807.00

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

VII. APPROPRIATION DATA

Amount	\$61,807				
Fund Name	Parks Div.				
Department	607				
Line Item	4360				
Fund	101				

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____
 _____ Date _____
 DIVISION MANAGER Signature
 _____ Date _____
 DEPARTMENT DIRECTOR Signature

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