Rev 4/18/15

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: 906M Wheel Loader

III. Project/Item(s) Description: Authorize Purchase of a 2017 906M Wheel Loader from Butler Machinery with NJPA Pricing in the Amount of $57,611.00

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 57,611.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment	XX	Partial Payment	

VII. APPROPRIATION DATA

Amount	$57,611				
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

DIVISION MANAGER Signature Date

DEPARTMENT DIRECTOR Signature Date

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

(PW2 . 110891)