

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: NEW CURRENT MODEL YEAR 3/4 TON 4X4 REGULAR CAB LONG BOX PICKUP
 III. Project/Item(s) Description: ONE (1) NEW CURRENT MODEL YEAR 3/4 TON 4X4 REGULAR CAB LONG BOX PICKUP FOR PARK MAINTENANCE FLEET. TO BE PURCHASED OFF OF STATE BID CONTRACT #16998 FROM WEGNER AUTO.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 26,429.00

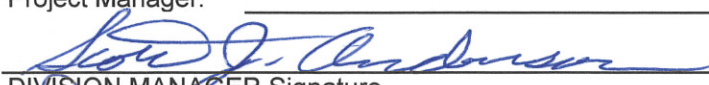

VI. BASIS OF PAYMENT Assessed Non-Assessed
 Single Payment Partial Payment

VII. APPROPRIATION DATA

| | | | | | |
|------------|------------|----------------|--|--|--|
| Amount | \$22,892 | 3,537 | | | |
| Fund Name | Parks Div. | Urban Forestry | | | |
| Department | 607 | 608 | | | |
| Line Item | 4360 | 4360 | | | |
| Fund | 101 | 101 | | | |

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

IX. DEPARTMENT/DIVISION:

Project Manager: _____ Date _____
 _____ Date 2-24-17
 DIVISION MANAGER Signature
 _____ Date 2/24/17
 DEPARTMENT DIRECTOR Signature

| FINANCE OFFICE USE ONLY | | Approved | | Carbon Copy |
|----------------------------|----------------|-----------|-------------------------------------|---|
| | Date | Initial | Yes | |
| Appropriation Cash Flow | <u>2/24/17</u> | <u>JS</u> | <input checked="" type="checkbox"/> | Investment Desk Public Works Engineering Project Manager |
| | | | | |
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