

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 Class BJ Truck Utility 4x4, 4WD, 4 Door
 III. Project/Item(s) Description: One (1) New Current Model Year Class BJ Truck Utility 4x4, 4WD, 4 Door Wheelbase 112 In. Jeep Grand Cherokee for Recreation Division 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) \$ 29,280.00

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

VII. APPROPRIATION DATA

Amount	\$29,280				
Fund Name	Recreation Division				
Department	601				
Line Item	4360				
Fund	101				

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

IX. DEPARTMENT/DIVISION: _____
 Project Manager: [Signature] Date 3-30-17
 DIVISION MANAGER Signature: [Signature] Date 3-30-17
 DEPARTMENT DIRECTOR Signature: [Signature] Date 4-3-17

FINANCE OFFICE USE ONLY		Approved		Carbon Copy	
	Date	Initial	Yes		
Appropriation	<u>4/11/17</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>		Investment Desk
Cash Flow					Public Works
					Engineering
					Project Manager