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: Purchase Current model year Kubota Utility Vehicle

III. Project/Item(s) Description: Purchase one (1)
for use by the Water Production Department.
This purchase is to replace the Badboy Buggy UTV unit to be traded in.

IV. BID LETTING DATE: Purchase from NJPA contract #021815-KBA - 042815-KBA

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 21,087.12

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

VII. APPROPRIATION DATA

| Amount | 21,087.12 |
| Fund Name | WATER PRODUCTION |
| Department | 7011 |
| Line Item | 4360 |
| Fund | 602 |

VIII. (If applicable) Grant No.: ____________________________
Funding Source: __________________________________________
Estimated Completion Date: ________________________________
Estimated Grant Receipt Date: _____________________________

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller Date ________________________________

DIVISION MANAGER Signature ________________________________ Date 1/24/18

DEPARTMENT DIRECTOR Signature ________________________________ Date 1/26/18

FINANCE OFFICE USE ONLY

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Investment Desk
Public Works
Engineering
Project Manager

(PW2. 110891)