

## 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: 2018 HUSTLER Z DIESEL MOWERS  
 III. Project/Item(s) Description:  
Authorize Purchase of three (3) Hustler Z Diesel Mowers from Power House with Trade-In of a 2008 Walker Super B Mower, a Jacobson Sweeper, Two (2) Exmark Diesel Mowers and a Jacobson Mower with NJPA Pricing in the Amount of \$36,695.00

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 36,695.00

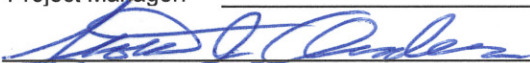
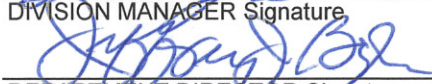
VI. BASIS OF PAYMENT Assessed  Non-Assessed   
 Single Payment  Partial Payment

VII. APPROPRIATION DATA

Amount	36695.00				
Fund Name	Cemetery Division				
Department	860				
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 \_\_\_\_\_  
 3/2/18 Date \_\_\_\_\_  
 DIVISION MANAGER Signature  
 3/2/18 Date \_\_\_\_\_  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation Cash Flow	<u>3/2/18</u>	<u>DS</u>	<input checked="" type="checkbox"/>	Investment Desk Public Works Engineering Project Manager