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.:  
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  
Single Payment XX  
Non-Assessed  
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  
DIVISION MANAGER Signature  
Date  
DEPARTMENT DIRECTOR Signature  
Date  

FINANCE OFFICE USE ONLY  
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