

CITY OF SMYRNA
BID AUTHORITY FORM

The below listed items are approved in the budget for the Department.

Account Information

Org Object Project

Org, Object & Project are conventions used in the new Tyler MUNIS software system. Org relates to the department. Object relates to the expense account. A project number is required for CIP or SPLOST projects.

Amount Budgeted Anticipated Cost

Please authorize the Purchasing Division to issue Request for Quotation Request for Proposal for the below listed item(s): **Explain in detail sufficient for an outside auditor to understand.**

VRF REPLACE TRUCK # 4352 SANDSPREADER

WADE FORD STATE CONTRACT # 99999-01-SPD-0000155
2021 FORD F-750 WITH MONROE SPREADER AND BOSS 9' PLOW

Bids must be out for a minimum of 15 days. Opening date will be approximately 20 days after the below authorization by the City Administrator.

I request that the bids be opened no later than:

Bo Jones
Department Head

7-2-2020
Date

- I verify that:
- a) ___ the above listed items are budgeted for the Department indicated and that the funds are available for this expenditure.
 - b) ___ the above listed items are budgeted for the Department indicated, however, the funds are not available at this time. Funds should be available by _____.
 - c) ___ the above listed items are not budgeted for the Department indicated.
 - d) ___ the above listed project is budgeted in the CIP fund.
 - e) ___ the above listed project is budgeted and approved as a CDBG project.

Finance Director

Date

___ Authorization to bid is approved for the above items. (Forward to Purchasing)
___ Authorization to bid is denied for the above items. (Return to Department)

City Administrator

Date

_____ Bid Number Assigned _____ Received Date _____ Opening Date

Purchasing Manager