

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.**

NEW VEHICLE PURCHASE
2022 FORD F-550 WITH 11' DURACCLASS CONTRACTOR DUMP BODY

WADE FORD 3860 SOUTH COBB DRIVE SMYRNA GA 30080
PURCHASED ON STATE CONTRACT # 99999-001-SPD0000155

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:



Department Head

10/6/21
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