

City Clerk Use Only
Finance Committee
Approval Date _____

City of Waterloo Expenditure Pre-Authorization Request Form

The Finance Committee of the City Council is hereby requested to authorize the following purchase or expenditure submitted by the _____ Department to expend \$ _____ plus est. shipping costs of \$ _____ to pay for or purchase

This purchase or expenditure is being made because:

Vendor selected for this purchase: _____

Bids or written quotes were taken on this purchase, as follows:

Bids or quotes were not taken on this purchase because:

Prior Committee Actions (Dates): _____

Please check the following box(es) as appropriate to describe the funding for this expense:

General Fund Road Use Tax Sewer Sanitation
 Bonds Federal/other grants Other (specify) _____

This expenditure is to be coded to the following budget line-item:

(Fund - Department - Activity - Account Number)

(Project Code)

in which the budgeted amount is \$ _____
and the current available balance is \$ _____

Respectfully submitted,

(Signature Dept. Head or Designee) Date _____
(Signature Finance Dept. Review) Date