

Capital Purchase Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Darrell Russell

Date Submitted: 25-Apr-18

Is this purchase listed as a capital purchase in the approved budget? No, but will be neutral

What amount is approved in the budget for this purchase? _____

Description of the item and why the item is needed at this time.

A Ventrac 4500Y with edger attachment. The Steiner it will relieve is a 2000 model with an unknown amount of hours.
The Steiner is the machine used to edge 95% of all sidewalks throughout the City. It has a transmission that only one
speed is operational. The high/low is completely gone. It is also experiencing cracks in the cast iron frame where we
have repaired time and again.

Can your job be performed without the purchase of this item? Please explain below.

No. The other needs to be used as a spare. It will probably not make the rest of the season.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.
Yes, see attached

Is this to replace a current capital asset? No
If so please list below the item being replaced and why it can not be used any longer.

How do you plan to dispose of the item that is being replaced?

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date