

Capital Purchase Worksheet	
Directions:	
Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.	
Submitted by:	David Thompson
Date Submitted:	10/27/2017
Is this purchase listed as a capital purchase in the approved budget?	Yes
What amount is approved in the budget for this purchase?	\$11,000
Description of the item and why the item is needed at this time.	
Zero turn mower to provide access to tight spaces and around obstacles. Currently, there are only large mowers for the department.	
Can your job be performed without the purchase of this item? Please explain below.	
Yes; however, it is very inefficient and requires a lot of weed eating.	
Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.	
Expected under budget to \$10,250	
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.	
N/A	
How do you plan to dispose of the item that is being replaced?	
N/A	
Approval by City Administrator	
Signature and Date	
Approval by Council President	
Signature and Date	