

Capital Purchase Worksheet

Directions:

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

Submitted by: Jeff Lee

Date Submitted: 10/3/2022

Is this purchase listed as a capital purchase in the approved budget? Yes

What amount is approved in the budget for this purchase? \$22,000

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

We are requesting to purchase two new gators for the Parks crews. These additions are needed to continue to provide daily maintenance and upkeep in our parks. Our current gators are currently being shared regularly by Parks crews and Horticulture. This will also help with wear and tear in the parks without having to drive trucks to perform daily tasks.

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

No, gators are not always available because of numerous crews needing them.

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

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 Mike Thompson
Signature and Date

Approval by Council President Wayne Trawick 10-3-22
Signature and Date