

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: 17-May-23

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

What amount is approved in the budget for this purchase? \$30,000.00

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

2 Portable message board signs for the use in traffic safety, events, and emergencies

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

No. There is always a need for message boards

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

Yes. Just below budget.

Is this to replace a current capital asset? No, it is an addition

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