

## 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: 06-Sep-18

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? N/A

Description of the item and why the item is needed at this time.  
R-1500 pick up truck. It is to replace a truck involved in an accident.

Can your job be performed without the purchase of this item? Please explain below.  
No. We are short on work trucks as it is.

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

Is this to replace a current capital asset? yes  
If so please list below the item being replaced and why it can not be used any longer.  
0780 2007 F-150 that was deemed totaled by Geico.

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

Deena Townsend

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**From:** Wayne [wtrawick@trawickb.com]  
**Sent:** Thursday, September 06, 2018 11:12 AM  
**To:** Michael Thompson; Darrell Russell  
**Cc:** Miranda Bell; Sue Steigerwald; Deena Townsend; Joe Bouzan  
**Subject:** RE: capital purchase request

I am good for the September 17<sup>th</sup> agenda.

Wayne

**From:** Michael Thompson <mthompson@cityoffoley.org>  
**Sent:** Thursday, September 06, 2018 11:03 AM  
**To:** Darrell Russell <drussell@cityoffoley.org>; Wayne <wtrawick@trawickb.com>  
**Cc:** Miranda Bell <mbell@cityoffoley.org>; Sue Steigerwald <ssteigerwald@cityoffoley.org>; Deena Townsend <dtownsend@cityoffoley.org>; Joe Bouzan <jbouzan@cityoffoley.org>  
**Subject:** Re: capital purchase request

Darrell,

I am in agreement with this request to replace the truck that was totaled in an accident. I have copied Joe to see if he is aware of what we can expect from insurance. That amount might reduce what council needs to approve.

Wayne,

Darrell wants to redirect about \$11k of unused capital dollars within his capital plan to replace this vehicle. That would leave a shortfall of about \$8k that he will be asking of council, although I suspect a few thousand will end up being offset by our insurance. He is wanting to place this on the second meeting of Sept. to get it purchased under this current fiscal year, with your OK.

Mike

On Thu, Sep 6, 2018 at 10:14 AM, Darrell Russell <drussell@cityoffoley.org> wrote:

Mike

Attached are a quote and worksheet to purchase a 2019 R1500 pickup truck. This truck is needed to replace one that was involved in a wreck last month. My intention is to use the \$11,072.81 remaining in the street department's capital purchase account and ask council for the remaining \$8,487.19 needed. There should also be an insurance check coming in. I do not know what the amount will be or if it will be available this fiscal year.

Please approve and pass along to Wayne.

thanks

**Darrell Russell**

Public Works Superintendent