

Capital Purchase Worksheet

Directions:

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

Submitted by: Leslie Gahagan

Date Submitted: _____

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

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

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

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

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

Is this to replace a current capital asset? _____
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