

Capital Purchase Worksheet

Directions:

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

Submitted by: Pam Harris

Date Submitted: 1/23/2024

Is this purchase listed as a capital purchase in the approved budget? Yes - FY24

What amount is approved in the budget for this purchase? \$100,000

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

This will be a new 13-15 passenger bus used for transporting our senior citizens to off-site events/activities

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

Yes, but as our senior center participants continue to grow it will enable us take more seniors on our trips. Also, our current bus is showing quite a bit of wear and tear and will only be used for short, local trips.

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

This purchase will go out to bid

Is this to replace a current capital asset? No - Addition

We will keep the older bus until it can not be used any longer and this will be an addition to the fleet.

How do you plan to dispose of the item that is being replaced?

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Approval by City Administrator

 1/23/2024  
Signature and Date

Approval by Council President

\_\_\_\_\_  
Signature and Date

\*\*\*\*\*THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR\*\*\*\*\*