

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: 7/31/23

Is this purchase listed as a capital purchase in the approved budget? Yes Planned in FY22

What amount is approved in the budget for this purchase? \$43,000.00

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

2023 Dodge Ram 1500 Crew Cab 4x2 V8, this truck is for the commercial sanitation department.
The supervisor is currently having to borrow a truck every time he goes to a commercial site to meet with a customer or inspect a site.

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

No, this purchase is beneficial to all departments since their vehicles are being borrowed

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 planned amount

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