

Capital Purchase Worksheet

Directions:

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

Submitted by: Jamie Smith

Date Submitted: 09/17/2021

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

What amount is approved in the budget for this purchase? \$40,000

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

Electric vehicle for Revenue Department Auditor. Auditor will be hired in March and will need to have a vehicle to perform site visits.
I would like to start the process early due to the turn-around for receiving the vehicle.

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

No. The Auditor will have to make site visits frequently. This purchase needs to be procured before the Auditor is hired.

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

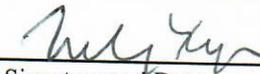
Is this to replace a current capital asset? No.
If so please list below the item being replaced and why it can not be used any longer.

N/A

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

N/A

Approval by City Administrator


Signature and Date

Approval by Council President

 9-23-21
Signature and Date

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