

Capital Purchase Worksheet

Directions:

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

Submitted by: Jeff Lee

Date Submitted: 12/13/2023

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

What amount is approved in the budget for this purchase? \$12,000

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

We are requesting to purchase a new 72 inch zero turn mower to use on ballfields in multiple parks. This addition is needed to help maintain baseball and softball fields at a high level at Max Griffin, Aaronville, and Beulah Heights Parks. We orginally planned to purchase a gator but we'd like to purchase the zero turn mower instead.

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

Yes, but we'd rather use a zero turn to provide a better cut on ballfields.

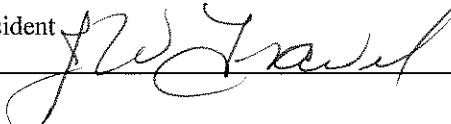
Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.  
\$71 over the planned amount but will be under budget overall because of savings with other capital purchases

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.

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

Approval by City Administrator  12/19/23  
Signature and Date

Approval by Council President  12-18-23  
Signature and Date