

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: 10/3/2022

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

What amount is approved in the budget for this purchase? \$12,500

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

We are requesting to purchase a new trailer for barricades to add to our current inventory. The trailer
is custom made to accommodate barricades so we're seeking approval now to ensure it can be built and ready in time
for many of our spring events.

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

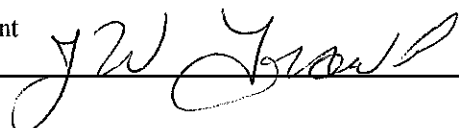
No, we have to borrow numerous barricades from other municipalities for events such as the Balloon Festival so having
more of our own would greatly lessen the need for this.

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

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 
Signature and Date

Approval by Council President  10-3-22
Signature and Date