

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: 3/21/2023

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

What amount is approved in the budget for this purchase? \$20,000.00

Description of the item and why the item is needed at this time.
Gator for downtown area needs

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

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
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