

Capital Purchase Worksheet

Directions:

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

Submitted by: Chief Thurston Bullock

Date Submitted: 05/18/2022

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

No.

What amount is approved in the budget for this purchase?

Req increase of \$170,000.00

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

4 mid size crew cab trucks and equipment to outfit them to complete the support service technician positions.

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

No. Support Service Technicians need vehicles and equipment to outfit the vehicle in order to perform their job to the extent of their abilities.

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

We are going to bid for the 4 new trucks but have obtained several quotes that put the trucks around \$35,000.

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

Signature and Date

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