

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: 12/19/2017

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

What amount is approved in the budget for this purchase? \$26,000.00

Description of the item and why the item is needed at this time.  
Replacement half ton truck for the Maintenance Shop. This vehicle would replace a 2001 Dodge 1500  
\_\_\_\_\_  
\_\_\_\_\_

Can your job be performed without the purchase of this item? Please explain below.  
No. The vehicle is wore out and needs to be replaced.  
\_\_\_\_\_  
\_\_\_\_\_

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 budget  
\_\_\_\_\_  
\_\_\_\_\_

Is this to replace a current capital asset? Yes  
If so please list below the item being replaced and why it can not be used any longer.  
2001 Dodge 1500 with 97K miles  
\_\_\_\_\_  
\_\_\_\_\_

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



Approval by City Administrator  
  
Signature and Date

Approval by Council President  
\_\_\_\_\_  
Signature and Date