

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: 2/14/2024

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? \$8,000

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

We are requesting to purchase a new piece of playground equipment for Max Griffin Park. This is to replace an old piece which has become a safety concern. This equipment was not planned as a capital purchase but was budgeted in our operations accounts. Since we have the available funds due to savings on previous capital purchases, no additional funding or budget transfer is necessary.

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

No, the existing piece is too dangerous

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

Approval by Council President *JW Trawick 2-19-24*
Signature and Date