

Capital Purchase Worksheet

Directions:

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

Submitted by: Lt. Larry Dearing

Date Submitted: 6/9/2023

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

What amount is approved in the budget for this purchase? 10,000

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

Commercial grade freezer

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

Yes but Current freezer is not working properly.

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

Yes, quotes attached.

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.

1 freezer -not working properly. Repair costs are becoming expensive.

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

Will be disposed of by best possible option.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date