

Capital Purchase Worksheet

Directions:

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

Submitted by: Leslie Gahagan

Date Submitted: 5-Nov-19

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

What amount is approved in the budget for this purchase? \$27,000

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

4 Wheel Drive Truck for Nature Parks

The existing truck needs major maintenance and only seats 2 people. That is the only park vehicle that staff can use currently. The new truck will also be full sized to carry larger loads.

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

Yes, but the existing truck needs several repairs which will put us without a vehicle for a while.

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

No, we will have to bid the item. There is no current 4 wheel drive truck on the state bid list.

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