

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: 31-Oct-22

Is this purchase listed as a capital purchase in the approved budget? No, FY 21

What amount is approved in the budget for this purchase? \$32,131.00

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

F 150 pick up. It will be used to pick up and deliver cans and other transportation needs.

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

This truck was originally budgeted in the FY 21 budget. We have struggled to obtain this item for 2 years now. The older trucks in the fleet are really showing their age.

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

yes, please see 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.

401146

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

Public auction

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date