

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 2/9/2024

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

What amount is approved in the budget for this purchase? NA

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

This purchase is for a replacement portable message board sign. Our newest 2023 message board was totaled out in an accident on 1/17/2024. Insurance sent a settlement check in the amount of \$14,929.44. The price of the replacement is also \$14,929.44.

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

No, this crew uses these signs City wide for many events and multiple signs in inventory are necessary.

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

This item is on GSA contract & the price will be the same price as the insurance reimbursement.

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.

Asset #774, Vehicle # 3014033. It was totaled & purchased by insurance.

How do you plan to dispose of the item that is being replaced?It was purchased by ALFA

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

Effective date March 21, 2016