

Capital Purchase Worksheet

Directions:

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

Submitted by: John Graham

Date Submitted: 06/06/2018

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

What amount is approved in the budget for this purchase? 9500

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

John Deere Gator; was moved from previous budget years. The Hort dept uses this for most maintenance tasks along the Hwy 59 median, such as fertilizing, roundup spraying, and other treatments of the Crape Myrtles.

Most of the areas along the median are not easily accessible from the trucks, so we borrow the Parks dept's gator when they are available. We also use them on the Rose Trail, and the new projects of the Event Center, the Pride Dr Buffer, and the oaks along Juniper.

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

Yes but only through borrowing the equipment from another department. With all getting busier, it is becoming more difficult to borrow without impeding another department's schedule.

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

Yes; below 9500 from Sunsouth

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