

Capital Purchase Worksheet

Directions:

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

Submitted by: Jeff Lee

Date Submitted: 1/16/2024

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

What amount is approved in the budget for this purchase? \$85,000

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

We are requesting to purchase a new reel mower for the sportsplex crew. This addition is needed to eventually replace an aging mower. This purchase will allow us to continue to maintain our fields at a high level. The lead time is up to 20 months so we need to move forward now to ensure we have a quality replacement in place before the existing mower breaks down.

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

No, due to the age and usage from our current mower, we are in danger on not being able to perform our duties to the high standard in which we expect.

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

Yes, slightly over budget

Is this to replace a current capital asset? Not at this time

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 *Mike Thompson*
Signature and Date

Approval by Council President *J. W. Trawick* 1-16-24
Signature and Date