

Capital Purchase Worksheet

Directions:

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

Submitted by: DC Kevin Carnley

Date Submitted: 04/24/2023

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

What amount is approved in the budget for this purchase? \$20,000.00

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

Polaris Ranger Crew side by side UTV with emergency equipment to assist in city events with police assistance and overwatch.

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

No. This utility vehicle will be used in several city wide events to assist in emergency response.

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

Yes, the quote is attached and comes in under the approved budget amount.

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.

N/A

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

N/A

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

*****THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*****