

Capital Purchase Worksheet

Directions:

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

Submitted by: Chief J. Darby

Date Submitted: 2/13/2023

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

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

Additional UTV needed for working events (Graham Creek, balloon festival, etc) and off-road rescues

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

We often have to borrow UTV's from other agencies in order to have the needed equipment for events.

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

This unit is under the Sourcewell contract with a total purchase price under budget at \$19,642.33

Is this to replace a current capital asset? No

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*******

Capital Project Worksheet

Directions:

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

Submitted by: _____

Date Submitted: _____

Is this project listed on the capital projects plan in the approved budget? _____

What amount is approved in the plan for this project? _____

In what year is this project shown to begin in the plan? _____

Description of the project and why the project needs to be completed at this time.

Can your job be performed without the completion of this project? Please explain below.

Will not completing this project cause a public safety issue? Please explain below.

Do you expect to come in, at, or under budget on this project? Please explain below.

Is there a grant associated with this project? Yes _____
If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

If you need an account number/project number in order to complete your Agenda Item, forward this signed form to Miranda Bell (mbell@cityoffoley.org) and to Sue Steigerwald (ssteigerwald@cityoffoley.org)

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