

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 3/8/2024

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

What amount is approved in the budget for this purchase? \$50,000.00

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

2 zero turn mowers to add to the fleet. As the city grows so does the need for maintenace.

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

No, the city stives to keep a manicured appearance and this addition will benefit the operations on the ROW crew.

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

yes, this was bid out

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