

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: 4/4/2022

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

What amount is approved in the budget for this purchase? \$27,000

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

We are requesting to purchase a Ford F150 truck for Parks. This was originally a replacement but we'd like to make it an addition right now and keep the older truck for the time being. The current truck is loaned to Brenda for various Beautification projects and we'd like for her to continue to have use of this truck when needed.

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

Yes, but it will allow us more bandwidth for our daily Park responsibilities.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.
It's over the capital budget by \$4,700 but can be absorbed within the current Parks operating budget.

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

4-4-2022

Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval.

Instructions:

Complete items below and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head	Jeff Lee	
Department	Parks	
Date Submitted	4/6/2022	
Budget Category	From 100-5010-6011 and 100-5010-6032	To 100-5010-5100 (Capital)
If Personnel Accounts, Approval from Human Resources Director is required.		Signature & Date

Reason for transfer:

Capital purchase has increased in price due the unavailability of the 4x2 and upgrading to the 4x4 Ford F-150.

This is still the best price at this time.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 3,789.50	100-5010-6011	100-5010-5100
\$ 970.50	100-5010-6032	100-5010-5100
\$		
\$ 4,760.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date