

## Capital Purchase Worksheet

### Directions:

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

Submitted by: Darrell Russell

Date Submitted: 6/22/23

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? NA

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

Trash Cart cleaning system to replace the current system which is no longer operable. The old system has been repaired multiple times and still continues to break.

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

No, the purchase of this asset will aide the workers tremendously.

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

Yes, we obtained 3 quotes and this quote is the middle option.

Is this to replace a current capital asset? No, the current item is not conidered an asset

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