

Capital Purchase Worksheet

Directions:

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

Submitted by: Pam Harris

Date Submitted: 5/13/2024

Is this purchase listed as a capital purchase in the approved budget? Yes - FY24

What amount is approved in the budget for this purchase? \$65,000

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

This would be a new truck for the maintenance personnel in the municipal complex department. This vehicle would be designated primarily for HVAC repairs, in addition to regular maintenance assignments

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

Yes, but this vehicle will assist them with their jobs because of the liftgate and the additional truck will afford us the opportunity to cover more maintenance assignments during the work day.

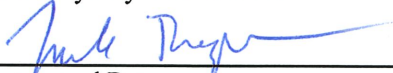
Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

Back in January we did get a couple of quotes and they were both well below the budgeted amount.

Is this to replace a current capital asset? New

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

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