

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 04/14/2022

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

What amount is approved in the budget for this purchase? \$26,000.00

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

A 2022 Ford F150 Crew Cab 4x2 Pickup Truck from Stivers Ford Lincoln for \$28,715 under State Contracts T585 under
account #100-3013-5100 budgeted for this fiscal year

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

No. The City continues to grow and more equipment is needed to keep up.

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

Yes. It is over budget by \$2,715.00

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

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

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Submitted by: Darrell Russell

Date Submitted: 04/14/2022

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

What amount is approved in the budget for this purchase? \$26,000.00

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

A 2022 Ford F150 Crew Cab 4x4 Pickup Truck from Stivers Ford Lincoln for \$31,021 under State Contracts T357 under
account #100-3015-5100 budgeted for this fiscal year

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

No. The City continues to grow and more equipment is needed to keep up.

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

Yes. It is over budget by \$1,021.00

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

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Submitted by: Darrell Russell

Date Submitted: 04/14/2022

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

What amount is approved in the budget for this purchase? \$26,000.00

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

A 2022 Ford F150 Crew Cab 4x4 Pickup Truck from Stivers Ford Lincoln for \$31,021 under State Contracts T357 under
account #100-3012-5100 budgeted for this fiscal year

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

No. The City continues to grow and more equipment is needed to keep up.

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

Yes. It is over budget by \$5,021.00

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

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