

Capital Purchase Worksheet

Directions:

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

Submitted by: Lt Kevin Carnley

Date Submitted: 10/03/2018

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

What amount is approved in the budget for this purchase? \$11,000

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

New canine to replace the current canine being retired. A canine is an essential tool to all patrol officers.

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

No. As a K9 handler a dog is essential to performing duties such as tracking suspects, locating narcotics, tracking down missing persons, as well as locating evidence.

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

Is this to replace a current capital asset? Yes.

If so please list below the item being replaced and why it can not be used any longer.  
Current canine, Saban, is needing to be retired due to medical reasons.

How do you plan to dispose of the item that is being replaced?

Retiring canine, Saban, to his current handler K9 Cpl Lizarraga who will be purchasing him.

Approval by City Administrator

\_\_\_\_\_  
Signature and Date

Approval by Council President

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Signature and Date

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