

Capital Purchase Worksheet

Directions:

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

Submitted by: John Graham

Date Submitted: 06/06/2018

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

What amount is approved in the budget for this purchase? 28,000

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

Pick up truck to replace 1999 Dodge Dakota

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

Not efficiently. The Dakota periodically goes out of service, when it does, the crew has to use the water truck as a regular use truck, which has caused additional wear and tear on the water truck which is an asset that we can't spare for down time.

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 will come in at or below budget. State bid.

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.

We would like to keep the Dakota as a spare for use when others go in for service or other times of need.

The transmission was replaced this year and Anthony's opinion was it was worth keeping for meeting these part time needs.

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