

Capital Purchase Worksheet

Directions:

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

Submitted by: Leslie Gahagan

Date Submitted: 7-Sep-23

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

What amount is approved in the budget for this purchase? \$40,000

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

The Environmental Department has 3 people inspecting sites but only 2 available vehicles for inspections.
A truck is budgeted in FY2024 for the Department. Stivers Ford has a truck available at this time.

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

Yes, but currently inspectors are sharing vehicles which is reducing productivity.

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

Yes, Attached

Sourcewell: Stivers Ford at \$37,018

The truck is available now.

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?

NA

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

Wayne Trawick 9-7-23

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

Submitted by: Leslie Gahagan

Date Submitted: 7-Sep-23

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

What amount is approved in the budget for this purchase? \$40,000

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

The Nature Parks Department has a need for a truck to haul equipment and wagons in the park.

A truck is budgeted in FY2024 for the Department. Stivers Ford has a truck available at this time.

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

Yes, but there is not enough trucks for staff to perform all the duties.

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

Yes, Attached

Sourcewell: Stivers Ford at \$41,367

The truck is available now.

It is above the budget by \$1,367 but the Environmental truck request is \$2982 under budget

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?

NA

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

Handwritten signature and date: 9-7-23