

Capital Purchase Worksheet

Directions:

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

Submitted by: Jeff Lee

Date Submitted: 1/23/2024

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

What amount is approved in the budget for this purchase? \$50,000

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

We are requesting to purchase a new John Deere tractor for Parks & Recreation and the Horticulture Departments.
This addition is needed to replace a 1997 John Deere tractor. This tractor will be used regularly for parks, trails, and
landscaping maintenance.

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

No, due to the age of our current tractor, we are in danger on not being able to perform our duties
to the high standard in which we expect.

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

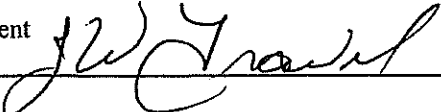
Yes, under budget

Is this to replace a current capital asset? Not at this time

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  1-23-2024
Signature and Date