

Capital Purchase Worksheet

Directions:

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

Submitted by: David Thompson

Date Submitted: April 27, 2016

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

YES

What amount is approved in the budget for this purchase?

\$ 11,500

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

We need a zero turn mower to mow the additional commons we built with the new 5-plex. We have a single day to mow during the tournament season and do not have the ability to mow with complexes without it.

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

No, we cannot cut grass during tournaments without it

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

\$9,254 (attached)

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?

N/A

Approval by City Administrator

Mike Trawick 5/12/16

Signature and Date

Approval by Council President

Wayne Trawick 6-9-16

Signature and Date



QUOTATION

Quote Number: 1265
Quote Date: Apr 21, 2016
Page: 1

Voice: 251-964-6733
Fax: 251-964-6737

Quoted To:

CITY OF FOLEY REC DEPT
P O BOX 1750
FOLEY, AL 36536

Customer ID	Good Thru	Payment Terms	Sales Rep
FOLE02A	5/21/16	Net 10th of Next Month	