

Capital Purchase Worksheet

Directions:

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

Submitted by: Shawn Miller

Date Submitted: Feb. 5, 2020

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? N/A

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

Replace the 2 Jail Door Locks. The current locks are 21 years old and are not operating correctly.

This will improve the operation of the doors ensuring the safety of our Correction Officers.

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

No. The 2 Jail Doors will not lock OR unlock properly which poses a safety issue for our Correction Officers.

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

Attached

Is this to replace a current capital asset? _____

If so please list below the item being replaced and why it can not be used any longer.

This is NOT replacing an item it is improving 2 Jail Door Locks.

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

Approval by City Administrator

Signature and Date