

Capital Purchase Worksheet

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 23-Jan-20

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

What amount is approved in the budget for this purchase? \$180,000.00

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

This is a new boom mower. It will be used to cut grass and trees from ditches. It will also shape/cut back ROW tree lines

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

No. We have a 2014 Kabota that continues to break down. This new boom mower should allow us to give the old one some relief.

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

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?

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date