

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: 21-Feb-24

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

What amount is approved in the budget for this purchase? \$12,000

Description of the item and why the item is needed at this time.
The Environmental Department has a need to purchase a golf cart.
It is budgeted in FY2024 for the Department, and is needed for transport between offices and around park.
H & M Golf Cart Sales had the lowest quote at \$10,795.00 of the three companies that provided quotes.

Can your job be performed without the purchase of this item? Please explain below.
Yes but staff are having to drive or walk to access main printer and time clock.

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
H & M Golf Cart Sales - \$10,795
Cartiology - \$10,900 and Sportsman Marine & Outdoor - \$11,089

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?
The replacement is for the wooden frames and metal (rusted) hardware which will all be taken to the landfill.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date