

Capital Purchase Worksheet

Directions:

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

Submitted by: Miriam Boutwell

Date Submitted: 8-Jan-21

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

What amount is approved in the budget for this purchase? \$28,000

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

We are short a vehicle in CDD.

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

This vehicle is necessary to our operations.

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

At this time we don't anticipate this coming in over budget.

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

Via Email 8-Jan-21

Signature and Date

Approval by Council President

Via Email

Signature and Date

*******THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*******