

Capital Purchase Worksheet

Directions:

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

Submitted by: Pam Harris

Date Submitted: 11/28/2017

Is this purchase listed as a capital purchase in the approved budget? Yes - General Fund (01-616-7010)

What amount is approved in the budget for this purchase? \$15,000

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

Certified Pre-Owned 2015 Ford Fusion SE. Vehicle will be used by custodial personnel to travel to various city
buildings, i.e. Nature Preserve, IT offices, Recreation, etc. to perform their weekly cleaning. Also, this vehicle can be
made available to other City personnel if needed and not being used by custodial personnel.

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

No. Custodial personnel are responsible for approx 11 city buildings and 8 of the buildings are far enough away from
City Hall that they need transportation to get to them.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.
This vehicle is \$3,000 below list price and the NADA retail quote. Including the vehicle decal, we will come in at least
\$500 under requested budget amount.

Is this to replace a current capital asset? yes

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

This vehicle is a replacement for vehicle #1691, which is a 1998 F-150 Triton. The Triton is at Public Works ready to
be processed as surplus

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

Plans are to sell it for scrap

Approval by City Administrator

Michael I. Trawick
Signature and Date

Approval by Council President

Signature and Date