

Capital Purchase Worksheet

Directions:

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

Submitted by:

David Thompson

Date Submitted:

4/29/16

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

yes

What amount is approved in the budget for this purchase?

\$12,500

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

The gator is needed to transport equipment, turf, concessions, and personnel between 3 baseball parks during tournaments and regular work days.

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

No, currently we have one truck to get to two different parks and during daily work we need more for transport. Additionally tournaments require speed and efficiency to not wait on single truck.

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

yes

\$7,942

(requesting \$8,000)

Will transfer \$6,000 from acct 1-622-3500 (will delay online registration) and \$2,000 from acct 1-622-3100 (partnership with PBFC)

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?

N/A

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date