

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 1/26/2024

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

What amount is approved in the budget for this purchase? \$50,000.00

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

enclosed cab utility tractor to add to the existing fleet we have. this will help increase productivity and keep the city looking its best  
\_\_\_\_\_  
\_\_\_\_\_

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

no, this crew maintains the row within city limits and need the necessary tools to do so  
\_\_\_\_\_  
\_\_\_\_\_

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

yes, below  
\_\_\_\_\_  
\_\_\_\_\_

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