

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: 3-Feb-20

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? \$0

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

Custom Aquarium with filtration system, stand and canopy

The Interpretive Center has a floor drain to accommodate a large aquarium. Our donated aquarium broke in August.

We are trying to replace the aquarium with something as a focal point in the nature center.

We plan to transfer money from operating to cover the expenses.

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

Yes.

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

Yes. We searched multiple companies for a complete package fitting the spacing requirements to handle the floor drain and maintain accessibility. This was the best price while meeting our needs.

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

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.
If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: _____

Date Submitted: _____

Is this purchase listed on the capital projects plan in the approved budget? _____

What amount is approved in the plan for this project? _____

In what year is this project shown to begin in the plan? _____

Description of the project and why the project needs to be completed at this time.

Can your job be performed without the completion of this project? Please explain below.

Will not completing this project cause a public safety issue? Please explain below.

Do you expect to come in, at, or under budget on this project? Please explain below.

Is there a grant associated with this project? _____

If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date