

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: 12/10/2021

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

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.

This piece of equipment will be used to maintain the CAFFM property and the high school fields. The budgeted zero turn is too inefficient and would not easily handle what needs to be maintained weekly.

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

Not easily, having to share between multiple departments.

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

This was budgeted as a zero turn but needs to be upgraded to a pull-behind. The expected difference is \$15,500

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.

We use public works and horticulture to maintain property now.

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

N/A

Approval by City Administrator

Mike Thompson
Signature and Date

Approval by Council President

Wayne Trawick 11-14-22