

Capital Purchase Worksheet

Directions:

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

Submitted by: Darrell Russell

Date Submitted: 9/22/2021

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

What amount is approved in the budget for this purchase? 26,000

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

A 2021 Ford F-150 Crew Cab 4x2 Pickup Truck from Stivers Ford Lincoln for \$25,841 under State Contract T191
under Account #100-3012-5001. This is an addition and was budgeted in FY22 as a Full Size Pickup.

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

No, the City continues to grow and more equipment is needed to keep up with the workload that has also increased with
the growth.

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

Yes, There is a quote from Stivers Ford Lincoln for \$25,841

We request the appropriation of \$26,000 for a new Ford F-150 Truck from Account #100-3012-5100

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