

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: 1/13/2020

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

What amount is approved in the budget for this purchase? \$39,000

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

We have many events that require floor covering and we currently are only able to cover 60% of the floor. We need total coverage and this additional floor covering would provide it.

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

Yes, but we risk areas undercovered getting damaged. Also, we create tripping hazards if we use vinyl.

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

Within budget of \$39,000

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

*Mike Thompson*

*Wayne Trawick* 1-16-2020