

Capital Purchase Worksheet

Directions:

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

Submitted by: LaDonna Hinesley

Date Submitted: 25-Feb-22

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

What amount is approved in the budget for this purchase? \$32,500.00

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

Requesting to go to bid and purchase a plug-in hybrid vehicle for the Marketing Department.

Marketing budgeted \$32,500 under account # 100-5060-5100

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

Marketing needs a vehicle for events, and for staff use for meetings and taking care of city business.

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

We will need to go to bid to determine, but acknowledge that the vehicle may come in above the price that was quoted last summer. This should be in the ballpark.

Is this to replace a current capital asset? Sort of.

If so please list below the item being replaced and why it can not be used any longer.

The 2002 Ford Windstar van won't run, but it might be able to be used for storage.

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

The well-used Windstar was declared surplus at the last council meeting.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

*******THIS COMPLETED FORM MUST BE ATTACHED TO THE AGENDA ITEM IN LEGISTAR*******

Capital Project Worksheet

Directions:

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

Submitted by: _____

Date Submitted: _____

Is this project 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.
No.

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.

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Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date

If you need an account number/project number in order to complete your Agenda Item, forward this signed form to Miranda Bell (mbell@cityoffoley.org) and to Sue Steigerwald (ssteigerwald@cityoffoley.org)

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