

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: 4/26/2022

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

What amount is approved in the budget for this purchase? _____

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

There is a rusted sheet-metal train that children play on near the depot. It is a liability. The Musuem Archivess Board and the Caboose Club have identified a train-themed playset to replace it and have money in the MAB checking account to replace it. The board has agreed to pay up to \$20,000 plus shipping to purchase it.
as this is a capital expense, we request permission to go to bid.

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

The board and caboose club are willing to replace a liability.

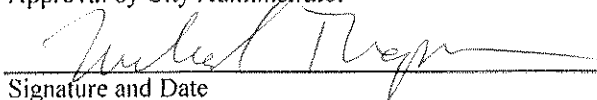
Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.
attached. The price has gone up since the first of the year, and may again before we can get through the purchasing process. The board authorized this amount in hopes it will cover this possibility.

Is this to replace a current capital asset? yes.

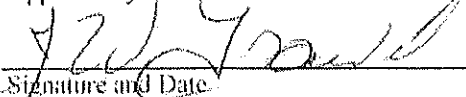
How do you plan to dispose of the item that is being replaced?

We have received feedback from a council member who does not want the city to dispose of this asset.
We believe it could be stored in one of the boxcars until a decision is made of what to do with it.

Approval by City Administrator

 4/26/22
 Signature and Date

Approval by Council President

 4-26-22
 Signature and Date

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