

Capital Purchase Worksheet

Directions:

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

Submitted by:

Brenda Shambo

Date Submitted:

6/6/2018

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

No

What amount is approved in the budget for this purchase?

Acct# 100-5080-6180

For Christmas Decorations

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

The Cypress Tree that the City has been decorating for Christmas in Heritage Park is deteriorating fast, several limbs have turned brown and are falling off, making big holes in the tree.

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

yes - But Heritage Park won't be as beautiful at Christmas.

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

I have attained one quote from Wintergreen, it is attached.

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?

The Cypress Tree in Park will one day have to be cut down.

Approval by City Administrator

Mike Thompson
Signature and Date

Approval by Council President

Signature and Date

Sent from my Verizon, Samsung Galaxy smartphone
[Quoted text hidden]

Brenda Shambo <bshambo@cityoffoley.org>
To: Ralph Hellmich <RHellmich@ogb.state.al.us>

Fri, Jun 8, 2018 at 3:42 PM

Thank You Ralph!!!

Brenda W. Shambo
Administrative Assistant
407 East Laurel Avenue
Post Office Box 1750
Foley, Alabama 36536
(251) 943-1545



[Quoted text hidden]

Wayne <wtrawick@trawickb.com>

Sat, Jun 9, 2018 at 9:30 PM

To: Brenda Shambo <bshambo@cityoffoley.org>, Michael Thompson <mthompson@cityoffoley.org>, Ralph Hellmich <RHellmich@ogb.state.al.us>, Charles Ebert <eboebert@gmail.com>, Rick Blackwell <rblackwell10@gmail.com>, Vera Quaite <vquaite@cityoffoley.org>

Brenda

Bid several option to give the Council choices as what best to do about the tree. Looks like a big expenditure any way we go. With Pride Drive and county rd 20 needing decorations not to mention finishing highway 59 we need to be very prudent.

Wayne

From: Brenda Shambo <bshambo@cityoffoley.org>

Sent: Friday, June 08, 2018 3:30 PM

To: Michael Thompson <mthompson@cityoffoley.org>; Wayne <wtrawick@trawickb.com>; Ralph Hellmich <RHellmich@ogb.state.al.us>; Charles Ebert <eboebert@gmail.com>

Subject: Christmas Tree

Happy Friday Afternoon,