

## Capital Purchase Worksheet

### Directions:

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

Submitted by: Gary Deisner

Date Submitted: 02/12/2019

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

What amount is approved in the budget for this purchase? \$35,000

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

John Deere 1575 Side Discharge Mower to replace one that is 9 years

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

No, it is needed because the old one is costing too much in repairs

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

Yes, The quote is attached,

Is this to replace a current capital asset? Yes

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

We look to replace #5010013 (Old#11013) JD 1565 Front Mount Mower

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

We would like to have it declared as surplus and the let the Maintenance Dept. use it for parts.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date