

Capital Purchase Worksheet

Directions:

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

Submitted by:

Pam Harris

Date Submitted:

3/11/19

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

Yes

What amount is approved in the budget for this purchase?

\$25,000

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

- ✦ Seeking permission to purchase Passenger Van needed to transport Senior Citizens to various outings/events sponsored by our Senior Center. This vehicle would be available to other departments as needed for transportation also.

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

- ✦ No – The interest in our Senior Center outings have greatly increased and the additional transportation is needed to ensure that we are able to accommodate as many of our residents as possible and doing so in safe and comfortable manner.

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

- ✦ We have been talking with local merchants, checking prices on line and also networking with the Orange Beach Senior Center in regards to pricing. We are very confident that we will be able to purchase a passenger van in our approved price range.

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

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