

Capital Purchase Worksheet

Directions:

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

Submitted by: John Graham

Date Submitted: 06/10/2019

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

What amount is approved in the budget for this purchase? 45,000

Description of the item and why the item is needed at this time.  
1 Ton Flatbed dump truck to use for new water truck.

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

Not very effectively, current truck is a 2003 model and goes down for service often causing downtime.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.  
State bid. 47,106

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.

2003 F-350; not suitable for daily demands and usage. Would like to keep as spare landscape truck.

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

Would like to keep as spare.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date