

Exceptional Item Request Form - FY 2020-2021

Request # 100-55-1

Date: 7/7/2020

Requestor: Staff

Allocating Additional Funds To:	
Fund Name & No.	100 - General Fund
Department Name & No.	55 - Parks
Line Item No. & Description or NEW Line Item Description	5XXX - Equipment

Item Description:

Equipment

Description of Benefit from Purchase (Improved Service, Lower Cost, etc.)

To fund necessary equipment for the park as Public Works has taken over park maintenance

Number of Items or Units: 1

Cost Per Item or Unit: \$ 3,500.00

Additional Cost Per Item (Including ongoing maintenance): _____

Total Cost: \$ 3,500.00

When Balance Offset Is Needed

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Total Amount Saved: \$ -

Please attach any quotes or backup to support this Exceptional Item Request.