

CAPITAL PROJECT REQUEST

(e.g. Building Improvements, Code Compliance, Land Purchases, etc.)

DEPARTMENT:

DATE PREPARED:

CONTACT PERSON:

PHONE NUMBER:

1. PROJECT DESCRIPTION/LOCATION:

2. PURPOSE OF EXPENDITURE, JUSTIFICATION AND USEFULL LIFE*:

*Attach separate page, if necessary

3. START DATE:

COMPLETION DATE:

4. ESTIMATED EXPENDITURE*

* List source or estimate and attach vendor quotes

5. POSSIBLE SOURCES OF FUNDING (e.g. State/Federal grant, etc.)

6. SUBMITTING AUTHORITY

SUBMITTED BY:

DATE :

SIGNATURE : _____