

# CAPITAL EQUIPMENT PURCHASE REQUEST

(E.G. Vehicles, Machinery, Furnishings, etc.)

DEPARTMENT:

DATE PREPARED:

CONTACT PERSON:

PHONE NUMBER:

## 1. EQUIPMENT REQUESTED:

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## 2. PURPOSE OF EXPENDITURE, JUSTIFICATION AND USEFUL LIFE\*:

\*Attach separate page, if necessary

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## 3. ESTIMATED USEFUL LIFE IN YEARS:

## 4. ESTIMATED EXPENDITURE\*

FY(S)

AMOUNT

PURCHASE PRICE ☐ OR ANNUAL LEASE ☐

Plus: INSTALLATION OR OTHER COSTS

Less: TRADE IN OR OTHER DISCOUNT

TOTAL

\*List source or estimate and attach vendor quotes

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

## 6. REPLACED ITEMS

ITEM

AGE

ANNUAL RENTAL  
& MAINTENANCE COSTS

RECOMMENDED  
DISPOSITION

## 7. SUBMITTING AUTHORITY

SUBMITTED BY:

DATE:

SIGNATURE: \_\_\_\_\_