

Capital Project Request Form



Request Type:

Department: Date:

Title of Request:

Department Priority

Linked to another project?
 Yes
 No

Project Request is: New Replacement Modification
Estimated Useful Life:

This is a limited field, please attach documents for more detail.

Description:

Basis of Cost: Quote Bid Estimate
Total Cost

Revenue (if any) ^{Trade-in} Net Cost

Will there be additional costs in future years to complete this project?

select one: Yes No
If yes, amount?

Finance Dept: Account

Sent to Dept:



Action:

*DPI - w
Finance - w*

Approve up to \$4,550 toward

Replacement of XTRACR Mower

from unbid. funds

Age	Name
	
	
	NUR
	TMB