

# FORM C

## CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity _____		Date Prepared _____																																								
Contact Person _____		Phone Number _____																																								
<p>1. Project Title &amp; Reference No.</p> <hr/> <p>2. Form of Acquisition (check appropriate)</p> <p>_____ Purchase _____ Rental</p> <hr/> <p>3. Number of Units Requested</p> <hr/> <p>5. Purpose of Expenditure (check appropriate)</p> <p><input type="checkbox"/> Schedule replacement</p> <p><input type="checkbox"/> Present Equipment obsolete</p> <p><input type="checkbox"/> Replace worn-out equipment</p> <p><input type="checkbox"/> Reduce personnel time</p> <p><input type="checkbox"/> Expanded service</p> <p><input type="checkbox"/> New operation</p> <p><input type="checkbox"/> Increased safety</p> <p><input type="checkbox"/> Improve procedures, records, etc.</p> <p>week _____</p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%; text-align: center;">Per Unit</th> <th style="width: 15%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual rental \$</td> <td></td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Plus: Installation or other costs \$</td> <td></td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Less: Trade-in or other discount \$</td> <td></td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Net purchase Cost or annual rental \$</td> <td></td> <td style="text-align: center;">\$</td> </tr> </tbody> </table> <hr/> <p>6. Number of Similar Items in Inventory _____</p> <hr/> <p>7. Estimated Use of Requested Item(s)</p> <p>_____ Weeks per year _____ Approx. months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p>_____ Average days per week</p> <p>_____ Average hours per day used</p> <p>Estimated useful life in years _____</p>		Per Unit	Total	Purchase price or annual rental \$		\$	Plus: Installation or other costs \$		\$	Less: Trade-in or other discount \$		\$	Net purchase Cost or annual rental \$		\$																										
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<p>9. Recommended Disposition of Replacement Item(s)</p> <p>_____ Possible use by other agencies _____ Trade-in _____ Sale</p>																																										
<p>10. Submitting Authority</p> <p>Submitted by _____ Date _____</p> <p style="text-align: center;">(signature)</p> <p>Position _____</p>																																										
<p>11. Reserved</p>																																										

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

**Instructions for: CAPITAL PROJECT REQUEST FOR  
EQUIPMENT PURCHASE OR MAJOR RENTAL (Form C)**

This form, which is presented as **Form C**, should be included if the capital project is an independent equipment purchase or major rental.

1. **Project Title:** Insert title of proposed project.
2. **Form of Acquisition:** Check appropriate category.
3. **Number of Units Requested:** Indicate the total number of units to be rented or purchased.
4. **Cost:** Provide cost data requested.
5. **Purpose of Expenditure:** Check the appropriate reasons for this expenditure.
6. **Number of Similar Items in Inventory:** Indicate and list the number of similar equipment items in the inventory of the requesting department.
7. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and the approximate months of the year, if seasonal, and estimate the average usage (in days per week and in hours per day) for the specified period. Also show estimated useful life of the item based on planned usage.
8. **Replaced Items:** Provide the information indicated for any municipally owned or rented item(s) that will be replaced by the request item(s). If there are no items replaced, enter N/A.
9. **Recommended Disposition of Replaced Items:** Self-explanatory.
10. **Submitting Authority:** The agency head or other official representative should review, sign and date each form.
11. **Reserved:** This space is reserved for any notes or comments made by the CIP Committee.

**Source:** Adapted from a form presented in *"A Capital Improvement Programming Handbook"*, Government Finance Officers Association.