

**Unitarian Universalist Fellowship of Raleigh
Capital Equipment** Budget Request**

Is equipment needed ASAP? Yes _____ No _____ (See reverse for procedure for ASAP requests)

Item requested _____ Name of requestor _____

Vendor#1 _____ Model number _____ Model name _____

Price of Equipment \$ _____ Delivery/Shipping \$ _____ Installation \$ _____

Vendor #2 _____ Model number _____ Model name _____

Price of Equipment \$ _____ Delivery/Shipping \$ _____ Installation \$ _____

Is this a replacement item Yes _____ No _____ If replacement is there salvage or trade in value in old equipment? Yes _____
No _____ If yes how much _____ **Attach bids to this request form.**

Describe need for equipment

Describe what would happen if unable to purchase this equipment

Additional Information

Approvals
Committee Chair/Immediate Supervisor _____ Name of committee or title _____

At Large Board member _____ Treasurer _____

All Capital Equipment purchases must have prior Board Approval before purchase.