

UUFR CAPITAL EQUIPMENT PRELIMINARY REQUEST FORM

As part of the budgeting process we need an idea of anticipated capital equipment expenditures for the coming fiscal year.

Capital equipment is defined as costing at least \$300 and having a life expectancy of at least 3 years.

Item to be Requested _____

Anticipated cost (Include cost of item, set up or installation, delivery cost or any other direct cost associated with this request.

Month of anticipated purchase _____

Additional comments:

Name of requester _____

Representing _____ Committee (or staff)

Telephone no. _____ Date _____

Note: This information will be used as a planning tool for the coming fiscal year. It is not a formal request for the equipment. To formally request this equipment a request form needs to be completed, signed by Committee Chair and Board at Large Member and submitted to the Board of Directors for approval.