



Proposed Insurable Equipment Expenditure Form

Equipment Information and Justification Between \$1,000 and \$4,999

Department: _____

Brief description of item or product: _____

Quantity: _____

Total Cost:
(including freight, installation, etc...) \$ _____

Estimated Amount of Trade-in:
(Sale to surplus, etc...) \$ _____

Net Amount Needed: \$ _____

Is proposed equipment: New Used Replacing existing equipment: YES NO

Is old equipment being: Traded In Scrapped Kept as Back-up

Will annual maintenance costs: Increase Decrease

By how much: \$ _____

Brief justification and comments: _____

Sign here: _____

Date: _____

Executive Director: _____

Date: _____