



Proposed Capital Equipment Expenditure Form

Equipment Information and Justification Upwards of \$5,000

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: _____

Director: _____

Date: _____