



Capital Plan Request Form

Town of Westminster

This form is for capital requests (useful life 3 years or greater and dollar value \$15,000 or greater). Fill it out and send to the Capital Planning Committee.

Project Title:	Fiscal Year for Request:	Current Date:
Department:	Purchase New ☐ Used ☐ Lease ☐	Estimated Useful Life: ____ Yrs.
Submitted By:	Trade In: Yes ☐ No ☐ NA ☐	Trade In Value \$ _____
Total Amount: \$ _____	Alt Funding Source(s) & Amount(s): Grant ☐ Trust ☐ Perpetual Care ☐ Ch 90 ☐ E&D ☐ Other ☐ Amount(s) _____	

Request: (attach supporting documentation if needed)

Explanation: (attach supporting documentation if needed)

Check All That Apply

- ☐ Immediate Protection of Health or Safety
- ☐ Correct Current Health or Safety Issue
- ☐ Comply with Mandated Health or Safety Regulations
- ☐ Meet State or Federal Legal Requirement
- ☐ Prevent Significant Financial Liability
- ☐ Emergency Situation
- ☐ Replace Worn/Unsatisfactory Equipment/Facility
- ☐ Maintain or Prolong Useful Life
- ☐ Maintain Town Infrastructure
- ☐ Expanding Public Service for the Town
- ☐ Documentation for Expanded Service
- ☐ Increase Capacity of Existing Infrastructure
- ☐ Modernize/Upgrade Town Infrastructure or Facilities

DO NOT FILL IN For Capital Planning Notes

Received Date _____

Reviewed Date _____

Priority Code _____

Category _____

Approved _____

Not Approved _____