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.

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Fiscal Year for Request:</th>
<th>Current Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Purchase New [ ] Used [ ] Lease [ ]</td>
<td>Estimated Useful Life: ____ Yrs.</td>
</tr>
<tr>
<td>Submitted By:</td>
<td>Trade In: Yes [ ] No [ ] NA [ ]</td>
<td>Trade In Value $__________</td>
</tr>
<tr>
<td>Total Amount:</td>
<td>Alt Funding Source(s) &amp; Amount(s):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant [ ] Trust [ ] Perpetual Care [ ] Ch 90 [ ] E&amp;D [ ]</td>
<td></td>
</tr>
</tbody>
</table>

Request: (attach supporting documentation if needed)

________________________________________________________________________________________________________________________________________________________
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Explanation: (attach supporting documentation if needed)

________________________________________________________________________________________________________________________________________________________
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________________________________________________________________________________________________________________________________________________________
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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 ______________