

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Police Department</u>		Date Prepared <u>12/30/2014</u>
Contact Person <u>Chief Robert Desrosiers</u>		Phone Number <u>508-793-3131</u>

<p>1. Project Title & Reference No.</p> <hr/> <p>2. Form of Acquisition (check appropriate)</p> <p><input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Rental</p> <hr/> <p>3. Number of Units Requested</p> <p style="text-align: center;">1</p> <hr/> <p>5. Purpose of Expenditure (check appropriate)</p> <p>() Schedule replacement</p> <p>() Present Equipment obsolete</p> <p>(x) Replace worn-out equipment</p> <p>() Reduce personnel time</p> <p>() Expanded service</p> <p>() New operation</p> <p>() Increased safety</p> <p>() Improve procedures, records, etc.</p> <p>week</p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Per Unit</th> <th style="width: 20%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price</td> <td></td> <td></td> </tr> <tr> <td>or annual rental</td> <td style="text-align: right;">\$ 36,842</td> <td style="text-align: right;">\$ 36,842</td> </tr> <tr> <td>Plus: Installation</td> <td></td> <td></td> </tr> <tr> <td>or other costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Less: Trade-in or</td> <td></td> <td></td> </tr> <tr> <td>other discount</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Net purchase Cost</td> <td></td> <td></td> </tr> <tr> <td>or annual rental</td> <td style="text-align: right;">\$ 36,842</td> <td style="text-align: right;">\$ 36,842</td> </tr> </tbody> </table> <hr/> <p>6. Number of Similar Items in Inventory <u>4</u></p> <hr/> <p>7. Estimated Use of Requested Item(s)</p> <p><u>52</u> Weeks per year <u> </u> Approx. months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p style="text-align: right;">Average days per week</p> <p><u>16+</u> Average hours per day used</p> <p>Estimated useful life in years <u>4-5</u></p>		Per Unit	Total	Purchase price			or annual rental	\$ 36,842	\$ 36,842	Plus: Installation			or other costs	\$	\$	Less: Trade-in or			other discount	\$	\$	Net purchase Cost			or annual rental	\$ 36,842	\$ 36,842
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or annual rental	\$ 36,842	\$ 36,842																										

8. Replaced item(s)					
Item	Make	Age	Prior Year's		
			Maint. Cos	Breakdowns	Rental Cost
A. Cruiser #7	Ford	9			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)					
<u>n/a</u>	Possible use by other agencies	<u>n/a</u>	Trade-in	<u>n/a</u>	Sale

10. Submitting Authority	
Submitted by <u>Robert Desrosiers</u>	Date <u>12-29-14</u>
Position <u>Chief</u>	(signature)

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.