

Finance Dept. use only:
 GL CODE: _____
 Asset Tag Number: _____
 Asset Life: _____

Jefferson Country School District 509J
(submitted for all purchases over \$5,000)
CAPITAL REQUEST

DEPARTMENT: _____ Department Head: _____

DESCRIPTION OF CAPITAL ITEM (Be as descriptive as possible):

CHECK THE BOX FOR TYPE OF ITEM:

- FIXED ASSET (one invoice) CAPITAL PROJECT (multiple invoices)
 REPLACEMENT ITEM (IF FULLY DEPRECIATED, IT WILL BE NEW CAPITAL ITEM)
 For replacement items, will the old item be traded in on the new item?

CAPITAL TYPE (CHECK ALL THAT APPLY):

- LAND IMPROVEMENT EQUIPMENT
 BUILDING IMPROVEMENT Vehicle

ESTIMATED TOTAL COST (Provide breakdown of costs if multiple vendors will be involved. Also include shipping, installation and any other expense in this estimate).

Estimated Cost: \$	_____	-
Shipping:	_____	-
Installation:	_____	-
Other fees/costs:	_____	-
Total Estimated Cost: \$	_____	-

WILL THIS ITEM BE NEW OR USED:

- New Used

MAINTENANCE AND SERVICE INFORMATION (What will be the maintenance requirements on this capital item):

ESTIMATED TOTAL COST TO MAINTENANCE/SERVICE THE CAPITAL ITEM OR SUSTAIN THE ITEM OVER THE LIFE OF THE ASSET:

Year 1 _____	Year 6 _____	Years 11-30: _____
Year 2 _____	Year 7 _____	
Year 3 _____	Year 8 _____	
Year 4 _____	Year 9 _____	
Year 5 _____	Year 10 _____	

TOTAL COST CATEGORY:

- \$5,000-\$99,999 Written Quotes required \$100,000 Public Contracting Law Approval

WARRANTY INFORMATION (include prices and length of coverage):

DATE ITEM IS NEEDED BY:

FOR CONSTRUCTION PROJECTS PROVIDE THE FOLLOWING TIMEFRAME:

CONSTRUCTION START DATE: _____
 CONSTRUCTION COMPLETION DATE: _____

HOW WILL THIS CAPITAL ITEM BE PAID FOR? Which Fund #?

For ALL capital requests over \$5,000 the following three signatures are required:

Department Head _____ Date _____

Director of Operations _____ Date _____

CFO _____ Date _____

For ALL capital requests over \$25,000 the following additional signature is required:

Superintendent _____

Date _____

For items over \$5,000, a minimum of three price quotes or bids are required. Please list the three reasonable prices and vendors, and attach documentation

	Vendor	Total Price
1.	_____	\$ -
2.	_____	\$ -
3.	_____	\$ -

For items over \$100,000, Public Contracting Laws will be required

Submit the following to adhere to Public Contracting Laws

- Request for Qualification (RFQ) Date Submitted to public: _____
- Invitations to Bid (ITB) Date Submitted to public: _____
- Request for Proposal (RFP) Date Submitted to public: _____
- Notice of Award Date Submitted to public: _____

Name of Agency awarded Bid: _____