Capital Request Form

TOWN OF PLYMPTON

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** | Click here to enter text. | **Priority Level: (Rank Level 1-5, with 1 = Highest Priority** | Click here to enter text. |
| **Contact person:** | Click here to enter text. |
| **Phone:** | Click here to enter text. | **Email:** | Click here to enter text. |
| **Proposed project name:** | Click here to enter text. | | |
| **Project location:** | Click here to enter text. | | |
| **Project description:** | Click here to enter text. | | |
| **Why project is needed/ consequence for not completing :** | Click here to enter text. | | |
| **Combine with other projects? Which?** | Click here to enter text. | | |
| **Date Asset was Built or Purchased** | Click here to enter text. | | |
| **Useful Life (in years)** | Click here to enter text. | | |

Financial Implications

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total project cost:** | | | Click here to enter text. | | | | | | | | | |
| **When needed (identify amount needed each year of Five Year Capital Plan):** | | | | | | | | | | | | |
| **FY18** | Click here to enter text. | **FY19** | | Click here to enter text. | **FY20** | | Click here to enter text. | **FY21** | Click here to enter text. | **FY22** | Click here to enter text. |
| **Potential grant funds or other resources that could help offset project costs (list in box to right):** | | | | | | Click here to enter text. | | | | | | |
| **Projected impact on operating budget [Show increases as positive (+) and savings as negative (-).]** | | | | | | | | | | | | |
| **FY18** | Click here to enter text. | **FY19** | | Click here to enter text. | **FY20** | | Click here to enter text. | **FY21** | Click here to enter text. | **FY22** | Click here to enter text. | |
| Other Comments: | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested by:** | Click here to enter text. | **Date:** | Click here to enter text. |