

<div>Finance Dept. use only:</div> <div>GL CODE: _____</div> <div>Asset Tag Number: _____</div> <div>Asset Life: _____</div>	<div>Jefferson Country School District 509J</div> <div>(submitted for all purchases over \$5,000)</div> <div>CAPITAL REQUEST</div>
<div>DEPARTMENT: _____ Department Head: _____</div>	
<div>DESCRIPTION OF CAPITAL ITEM (Be as descriptive as possible):</div>	
<div>CHECK THE BOX FOR TYPE OF ITEM:</div> <div><div><input type="checkbox"/> FIXED ASSET (one invoice)</div><div><input type="checkbox"/> CAPITAL PROJECT (multiple invoices)</div><div><input type="checkbox"/> REPLACEMENT ITEM (IF FULLY DEPRECIATED, IT WILL BE NEW CAPITAL ITEM)</div><div><input type="checkbox"/> For replacement items, will the old item be traded in on the new item?</div></div>	
<div>CAPITAL TYPE (CHECK ALL THAT APPLY):</div> <div><div><input type="checkbox"/> LAND IMPROVEMENT</div><div><input type="checkbox"/> EQUIPMENT</div><div><input type="checkbox"/> BUILDING IMPROVEMENT</div><div><input type="checkbox"/> Vehicle</div></div>	
<div>ESTIMATED TOTAL COST (Provide breakdown of costs if multiple vendors will be involved. Also include shipping, installation and any other expense in this estimate).</div> <div><div>Estimated Cost: \$ _____ -</div><div>Shipping: _____ -</div><div>Installation: _____ -</div><div>Other fees/costs: _____ -</div><div>Total Estimated Cost: \$ _____ -</div></div>	
<div>WILL THIS ITEM BE NEW OR USED:</div> <div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Used</div></div>	
<div>MAINTENANCE AND SERVICE INFORMATION (What will be the maintenance requirements on this capital item):</div>	
<div>ESTIMATED TOTAL COST TO MAINTENANCE/SERVICE THE CAPITAL ITEM OR SUSTAIN THE ITEM OVER THE LIFE OF THE ASSET:</div> <div><div>Year 1 _____</div><div>Year 2 _____</div><div>Year 3 _____</div><div>Year 4 _____</div><div>Year 5 _____</div><div>Year 6 _____</div><div>Year 7 _____</div><div>Year 8 _____</div><div>Year 9 _____</div><div>Year 10 _____</div><div>Years 11-30: _____</div></div>	
<div>TOTAL COST CATEGORY:</div> <div><div><input type="checkbox"/> \$5,000-\$99,999 Written Quotes required</div><div><input type="checkbox"/> \$100,000 Public Contracting Law Approval</div></div>	
<div>WARRANTY INFORMATION (include prices and length of coverage):</div>	
<div>DATE ITEM IS NEEDED BY:</div>	
<div>FOR CONSTRUCTION PROJECTS PROVIDE THE FOLLOWING TIMEFRAME:</div> <div>CONSTRUCTION START DATE: _____</div> <div>CONSTRUCTION COMPLETION DATE: _____</div>	
<div>HOW WILL THIS CAPITAL ITEM BE PAID FOR? Which Fund #?</div>	
<div>For ALL capital requests over \$5,000 the following three signatures are required:</div>	
<div>Department Head _____ Date _____</div>	
<div>Director of Operations _____ Date _____</div>	
<div>CFO _____ Date _____</div>	

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

<input type="checkbox"/> Request for Qualification (RFQ)	Date Submitted to public:	
<input type="checkbox"/> Invitations to Bid (ITB)	Date Submitted to public:	
<input type="checkbox"/> Request for Proposal (RFP)	Date Submitted to public:	
<input type="checkbox"/> Notice of Award	Date Submitted to public:	

Name of Agency awarded Bid: