

**CAPITAL PLANNING AND INVESTMENT COMMITTEE  
LONG-TERM CAPITAL ITEMS**

*Instructions for filling out forms:*

*This form is to be used for all items you see being needed by your department (either new or replacement) that falls outside of your current five year plan and costs a minimum of \$500,000. Use a separate form for each item and provide as much information as you can.*

**Department:** \_\_\_\_\_

**Year Needed:** \_\_\_\_\_      **Replacement or New?** \_\_\_\_\_      **Age of Item to be Replaced:** \_\_\_\_\_

**Estimated Cost:** \_\_\_\_\_      **Basis of Cost Estimate:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Item Description:**

**Explanation as to need: (attach additional info if necessary)**

**If this is a replacement, can the current asset be repaired? What would the cost and life of the repair be? Why is it advantageous to replace?**

**Is this item eligible for alternative funding? (explain)**