

Form D - Request for Replacement Equipment

Purpose

To request replacement of current property items for FY2017. This form should not be used for major upgrade of equipment or for replacement of computer equipment.

Request for replacement should be submitted to the Office of Budget and Evaluation. The Office of Budget and Evaluation will send the request to the reviewing department

Recommendation will be provided by the departments shown below:

TYPE	REVIEWING DEPARTMENT
File cabinets and other storage devices	Central Services - Records Management
Office and FAX machines	Central Services - Records Management
Copiers	Purchasing
Vehicles	Central Services - ASC
Other	Office of Budget and Evaluation

Instructions

- **Priority** - list items in general priority order.
- **Item** - brief description.
- **Age** - the age of the item to be replaced.
- **Property Number** - the serial number or County property number.
- **Estimated Cost of Replacement** - the estimated cost of the replacement item. Use the Price List tables in Appendix A of this manual to determine the cost of replacement items, where applicable.
- **Comments/Justification** - a justification for replacement, e.g., “item is broken and more costly to repair”.

REPLACEMENT EQUIPMENT REQUEST

Department _____		Budget No. _____			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form D