

Form F - Program Improvement Request - Capital, Equipment, Renovation, Miscellaneous

Purpose

To request any new (rather than replacement) resources other than full-time staff additions or computer hardware/software.

NOTE: Do not use this form for computers, hardware, or software. For these purposes, use Form G, "PIR - Computer Hardware/Software". Use Form D "Replacement Equipment Request" when requesting replacement equipment.

Instructions

- **Estimated Cost** - approximate cost of equipment, service, or renovation. Equipment prices are provided in Appendix A. The Purchasing Department will provide estimates for those items not listed. Facilities Management will assist departments in estimating the costs associated with facility modifications.
- **Brief Summary of Request** - short description of resources being requested. Below are some *examples*:
 - Ultra-low Temperature Freezer for Laboratory,
 - Reconfiguration of office space,
 - Requests for copiers, pagers, furniture, etc.
- **Discussion of Need, etc.** - describe in detail the need and justification of the requested items with cost information described as accurately as possible. Please make sure to address how this request implements the County's Strategic Plan. Attach any backup material that you think may be helpful in evaluating the cost/benefit value of the new item. If any annual costs will result from the requested item (e.g., staff to operate it, insurance, repair costs, etc.), provide an estimate of this cost.

