

Date Prepared: \_\_\_\_\_

Town of Harvard  
Capital Request Form  
Fiscal Years 2019 - 2023

Request/Project: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Requestor: \_\_\_\_\_ Dept: \_\_\_\_\_

*Please use additional pages, if necessary, to provide complete information for items below*

General Description of Project and benefit to Town:

1. Is this a:     Replacement                       New or Expanded Program     Study
2. Why is the Project being requested?
- Emergency Equip/Safety               Legal Mandate
- Efficiency/Cost Savings               Other (note & explain below) \_\_\_\_\_
- Please explain why it fits into above category:

3. Is this project eligible for a grant or other alternative funding? If so, have you applied? \_\_\_\_\_  
If no, then why not?

4. If this is a cost savings show assumptions, savings, and payback (either ROI or years):

5. How will the cost savings be measured and reported?

6. 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?

7. Anticipated annual maintenance or other expense due to project: (eg – maintenance contract price, software upgrades if applicable, etc)

8. What is the basis of the cost estimate? List breakdown, if applicable, and source.

9. Detailed Project Description: include major elements, overall measurements, precise location of where project will be located and pictures, if available. (for current year requests only)