

Total Cost of Item(s) being purchased: \$14,368.00

Do you have 3 quotes for all items listed above? Yes X No

What is the purpose of each item(s) requested? Take the new Polymer Pumps to replace the outdated we are now using at the moment.

If the purchase is to replace item(s) is the item(s) being replaced currently in use?

Yes X No

What is the impact or risk potential if we don't purchase item(s)? There is a high risk that thye System we are now using at the moment is not properly working.

Please Circle Priority: Critical (Upgrade) Desirable

PRIORITY 1: CRITICAL – Required to prevent a **critical** reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.

PRIORITY 2: UPGRADE – Required for significant **upgrade** in service, operating efficiency, economy and/or safety of current operations.

PRIORITY 3: DESIRABLE – Required to introduce **desirable**, but optional new service, program, faculty or staff, or to make small improvements in operating efficiency, economy and/or safety.

Required with this form:

- Price quotes
- Pictures of item(s) to be replaced
- 5 copies

Department Head Signature

Date: _____

****** Please note this form must be filled out in its entirety for purchase to be considered for approval ******