



Total Cost of item(s) being purchased: \$105,458.00

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

What is the purpose of each item(s) requested? The purpose of purchasing another Tractor is to replace the existing Tractor that have been down since October 2013 last year. We have been using a borrowed unit since from Road & Bridge.

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 Potential risk that if we do not purchase a Tractor to haul water to the Dispenser we will continue to have major problems with the Dispenser running out of water.

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

  
\_\_\_\_\_  
System's Manager  
Date: 8/29/14

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

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