

Total Cost of item(s) being purchased: \$73,056.91

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

What is the purpose of each item(s) requested? The purpose to replace the one we use to have and will be used for any Emergencies for the whole Utilities Department to include Water and Wastewater sides.

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 very high potential risk that if we have any Emergencies we will need to keep the borrowed Backhoe from Road & Bridge.

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: 10/17/14

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