

**Town of Bristol
Capital Improvements Program (CIP)
Project Request Form**

Projects considered by the CIP will cost \$10,000 or more and have a useful life of 3 years or more.

Department: _____ **Date:** _____

Request Submitted by: _____ (if different than above)

Phone: _____ **Email:** _____

1. Capital Item Description:

2. Explain the Need: (please include repair costs and frequency, days out of service, cost to rent, outside service cost for task replacement, impact on town if not purchased)

3. Priority (check one) Urgent Necessary Desirable Deferrable

4. Estimated Life Expectancy: _____ years Specific year requested: _____

5. Cost Summary: (Note: if cost info help is required: check here)

a. Equipment	\$ _____
b. Planning/Engineering/Legal	\$ _____
c. Construction	\$ _____
d. Other	\$ _____
TOTAL	\$ _____

6. Source of Cost Estimates:

7. Recommended Method(s) of Financing:

a. Appropriation:	\$ _____
b. Lease Purchase	\$ _____
c. Capital Reserve Fund	\$ _____
d. Bond/Note (circle type)	\$ _____
e. Grants	\$ _____
f. Other	\$ _____