

**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	\$	_____