

Is this expenditure federal or state reimbursable?..... Yes/No
 Can this equipment be used year around?..... Yes/No
 Has the price been verified by Division of Purchases? Yes/No
 Have you checked Public Property Division for usable surplus equipment?..... Yes/No
 Is equipment absolutely necessary at this time? Yes/No
 Will equipment reduce present cost?..... Yes/No
 Is equipment to extend services?..... Yes/No
 Is equipment to reduce manpower?..... Yes/No
 Will equipment require new manpower?..... Yes/No
 Will equipment increase productivity?..... Yes/No
 Will equipment promote public health? Yes/No
 Will equipment promote public safety? Yes/No

Have all previously adopted resolutions appropriating funds from the General Fund Reserve Fund
 (4% Fund) been complied with by expending said funds as required? Yes/No
 If not, do you expect to expend funds and the date expected for the expenditure?..... Yes/No

COMMENTS: _____

Department Head _____

Date _____