

EQUIPMENT REQUEST FORM

(Please submit for items with a value greater than \$2,500.)

Three bids should be obtained for new purchases. Please include copies of the bids along with full details and documentation regarding the item to be purchased. You may use more than one sheet if necessary. If the item is presently being rented, state below in the appropriate space from whom, the cost, and the term. This request form should be signed by two members of your committee.

Province or state and number of committee:		
Make:		
Model:		
Year:		
Condition:		
Reason needed:		
Rental agency (if applicable):	Cost:	Term:
Names of manufacturers considered:	Cost:	
1.		
2.		
3.		
Maintenance requirements:	Cost:	

(Regional Building Committee member
—Sign and print name)

(Regional Building Committee member
—Sign and print name)

(Date)