

TOWN OF BERLIN
CAPITAL REQUEST FORM

Department: Library
Contact Person: Robert Hodge
Phone Office: 978 838-2812 Other: 838-7379

Capital Item: Window replacement
Description: replace eight remaining old windows

Total Cost: 16,000.00 Life Expectancy: 20 Expense: _____

Purpose Of Expenditure:
 New Additional Replacement
When Required:
 1st Yr 2nd Yr 3rd Yr 4th Yr

Item Replaced: _____

Justification: windows are old and drafty

Submitted by: Mark Smith Date: 12/1/14
Position: Library trustee

CPC Use:
Timing