

TOWN OF BERLIN
CAPITAL REQUEST FORM

Department: Library

Contact Person Robt. Hodge or Mark Smith

Phone Office 978 838-2812 Other 833-7379

Capital Item stairway entrance repairs

Description sides of front entry are
badly damaged by
weather, age, etc

Total Cost \$2K Life Expectancy 20 Expense _____

Purpose Of Expenditure
 New Additional Replacement

When Required
 1st Yr 2nd Yr 3rd Yr 4th Yr

Item Replaced: see description above

Justification: see description above

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

CPC Use:

Timing