

CAPITAL BUDGET ITEM REQUEST

Department:

Activity: Decatur Public Library

Submitted by: Library Board of Directors

Activity No.: 940

Date: January 10, 1975

Use this form to request CAPITAL BUDGET ITEMS, such as land, buildings (including remodeling but not routine repair), construction of facilities major fixed equipment (such as water plant equipment). Such expenditures may be non-recurring or recurring at long infrequent intervals (generally 10 years or more) and usually would be \$10,000 or more. Use actual cost figures where possible. Use a separate form for each item or group of identical items.

| Item Requested          | Object Code | Gross Cost | Less Trade-In | Net Request |
|-------------------------|-------------|------------|---------------|-------------|
| 2 - Phonodisc Tub       | 515         | 256        |               | 256         |
| 1 - Dry Mount Press     | 515         | 441        |               | 441         |
| 2 - Typewriters, manual | 515         | 700        | 30            | 670         |
| 1 - Visible file system | 515         | 192        |               | 192         |

Justification of Request