



# Stockbridge-Munsee Community

## Capital Item - Justification Worksheet (Items/Projects \$5,000 and above)

Date of this Request: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

Department: \_\_\_\_\_ Person Requesting: \_\_\_\_\_

Item Requested: \_\_\_\_\_

*Requests will not be approved as brand specific.*

Description of Item, Specifications, Features; *include quotes and additional documentation to support your request.*

---

---

---

Indicate Funding Source:

Tribal Contribution

External Funding Source (Please list external source name and approval date):

Indicate Quarter in which item is scheduled to be purchased. *If purchase is not completed by the end of identified quarter, funds may no longer be available.*

1<sup>st</sup> Quarter

2<sup>nd</sup> Quarter

3<sup>rd</sup> Quarter

4<sup>th</sup> Quarter

Justifications/Need for Item: (attach additional pages if needed)

1. Safety: \_\_\_\_\_

2. Obsolete Equipment: \_\_\_\_\_

3. Efficiency: \_\_\_\_\_

4. Other: \_\_\_\_\_

### Approvals:

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Level: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted to Tribal Council \_\_\_\_\_; Approved by Tribal Council \_\_\_\_\_; Allocated Amount: \_\_\_\_\_

## PD - FORM 1 CAPITAL ITEM JUSTIFICATION WORKSHEET

Requests for Capital Items are to be made by completing the Capital Item Justification Worksheet. These are to be submitted along with you annual fiscal budgets. This is due when you submit your annual budget. All departments within the Tribal Administration Division are to submit their request to the Tribal Administrator by the due date. **This form is to be used for ALL capital request - no matter what time of the year.**