**EQUIPMENT REPLACEMENT PURCHASE FORM**

*This form is to be used to report replacement of items included in your Replacement Plan, or new items to be added to your Replacement Plan.*

**Funding:**

For **Replacement** Purchases: Identify item# that is being replaced in the Equipment Replacement workbook.

For **New** Purchases: Should this item be added to the Equipment Replacement workbook?

**Description** of equipment/item: (projector, server, firewall, etc.)

**Manufacturer**:

**Model** #:

**Serial** #:

**Replacement Cost**:

Useful **Life** Expectancy:

**Custodian**:

**Application** and/or **Function** Description:

Device **Name** (if any):

**Building** Name (location of item):

**Room** Number (location of item):

**Status** of replaced item: Is it being used for a different service? Should it continue to be saved for in the replacement plan?