

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
Division of Housing and Community Resources

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**Special Instructions for Equipment Purchases over \$5,000**

All equipment purchases with a cost that exceeds \$5,000 must be approved before purchase. Three estimates are required for each item to be purchased.

Please complete this form and forward to the Office of Low Income Energy Conservation with the required attachments via email in PDF format. Please allow up to 30 days for review and approval. Leased equipment does not need to be approved, unless the lease includes an option to buy the equipment.

AGENCY \_\_\_\_\_

EQUIPMENT DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ ADDITIONAL \_\_\_\_ REPLACEMENT

1. Is the equipment budgeted in the contract? \_\_\_\_ yes \_\_\_\_ no

2. What is the need for this equipment?

\_\_\_\_\_

\_\_\_\_\_

3. Will this equipment replace currently owned equipment? \_\_\_\_ yes \_\_\_\_ no

a. If yes, how will the existing equipment be disposed of?

\_\_\_\_\_

\_\_\_\_\_

4. Which is the acceptable quote?

\_\_\_\_\_

5. List equipment to be purchased including make and model number:

\_\_\_\_\_

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6. Cost/percentage of funds in sub-grantee Weatherization Program:

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Source	Contract #	Funding Year	Amount Charged	% Total Charged
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Total \_\_\_\_\_ Total \_\_\_\_\_

I certify that the above information is true and correct. The equipment requested is needed for the effective operation of the Weatherization Assistance Program.

Agency/Organization \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Notes: All purchases/lease requests for equipment must include a copy of three bids. If there is existing equipment being sold or traded the value must be clearly indicated on the document.

To expedite the approval process, documents must be sent electronically in a PDF file format.

Please note that if the lowest bidder is not selected a justification is required.

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DCA USE ONLY:

Weatherization Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Department of Energy Approval Date \_\_\_\_\_

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