

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

WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN #505

Date issued: September 2, 2014

Subject: **Request to Purchase Equipment Form**

The Special Instructions for Equipment purchases over \$5,000.00 form must be used to request approval of equipment with a cost that exceeds \$5,000. The form is available in the [Policy Manual Appendix](#) and should be used to get approval to purchase equipment with Weatherization funds.

Special Instructions for Equipment purchases over \$5,000.00

All equipment purchases with a cost that exceeds \$5,000 must be approved before purchase. Three (3) 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 e-mail in PDF format. Please allow up to thirty (30) days for review and approval. Leased equipment does not need to be approved, unless the lease includes an option to buy the equipment.