



MCOLES

Michigan Commission on Law Enforcement Standards

EQUIPMENT SPECIAL USE REQUEST

This document must be typewritten or computer-generated. Incomplete requests will not be approved & returned.

DEPARTMENT NAME:	SUR # (MCOLES Use Only)
STREET ADDRESS/CITY/ZIP:	
REQUESTING OFFICIAL:	TELEPHONE:
SIGNATURE:	DATE:

1. EQUIPMENT DESCRIPTION. Provide a description of the equipment to be purchased.	
2. DESCRIBE HOW THE EQUIPMENT WILL BE USED.	
3. TOTAL COST	\$
4. TOTAL AMOUNT OF JUSTICE TRAINING LED FUNDS EXPENDED ON EQUIPMENT PURCHASES THIS CALENDAR YEAR (EXCLUDING CURRENT REQUEST).	\$

COMMISSION USE ONLY		
ACTION: [] APPROVED [] DENIED	DATE OF ACTION:	UNEXPENDED BALANCE:
COMMENTS:		
AUTHORIZED SIGNATURE:	DATE:	

EQUIPMENT SPECIAL USE REQUEST

INSTRUCTIONS

Complete this form to request approval to purchase equipment with Justice Training Law Enforcement Distribution funds when: a) the equipment purchase exceeds \$5,000 per item, or b) total year-to-date equipment purchases already exceed 10% of the annual distribution, or will do so as a result of the purchase in this request. You will be notified, in writing, of the action taken on your request. **Special Use Requests submitted that are incomplete will be returned to the sender, not approved.**

For the purposes of Michigan Justice Training funding, equipment is defined as an item that is directly involved in the delivery of in-service training, is personal property (as distinguished from real estate), such as audio/video machines and computer hardware, has a normal useful life of more than one year, and has a purchase price of \$300 or more.

FORM COMPLETION

1. **Equipment Description.** Describe the equipment to be purchased. Include quantity and unit prices where applicable.
2. **Equipment Use.** Give a detailed description of how the equipment will be used, by whom, and for what purpose.
3. **Total Cost.** Enter the total cost of the equipment to be purchased.
4. **Total 302 Funds Expended.** Enter the total amount of justice training funds spent so far this calendar year on equipment purchases, not including the purchase currently under consideration.

SUBMISSION

Mail the completed form to:

**Michigan Commission on Law Enforcement Standards
ATTN: Special Use Request
PO Box 30633
Lansing, MI 48909**

Or FAX to: 517-636-7886