TOWN OF HOPKINTON
FY 2013-2017 CAPITAL EXPENDITURE
SUMMARY INSTRUCTIONS

The Capital Expenditure Summary form lists the proposed capital expenditures of the requesting department for Fiscal Years 2013 through 2017. Each project and expenditure listed on this Summary must be explained in detail on an accompanying form entitled "Capital Expenditure Description". Please fill out this summary form after completing each of your Capital Expenditure Description forms.

INSTRUCTIONS

(1) List the title of each proposed capital project in the first column. FY2013 projects should be listed first and future year projects below.

(2) Project cost should be listed under the fiscal year in which the project is proposed to begin, with the entire cost in the start-up year, even if a project will be paid for over several years.

(3) For each fiscal year, please note each project's priority number by entering it in the column next to the estimated cost. (Project priority number should come from the Capital Expenditure Proposal form for that project). The priority represents your assessment of the relative importance of the project among the others you have proposed for that particular fiscal year.