



# FY2017 CAPITAL REQUEST FORM

This form should be used for capital requests: building and moveable equipment requests that exceed \$5,000 and have a useful life of three or more years, for example:

- furniture, carpeting, and other building improvements
- vehicles, new equipment, and replacement of worn-out equipment
- building repair from damages or wear and tear
- remodeling of space to make it more useable
- computer hardware and software not already scheduled in ITR replacement process

For small repair projects, please continue to use work orders submitted directly to the Facilities Department. For estimates of operating or maintenance costs, please contact the Facilities Department.

- The dollar amount of each of these requests is for one budget cycle only
- All requests for capital budget items will be reviewed by the pertinent director - Facilities, ITR, Capital Planning and Projects - according to the capital type and more information may be requested at a later date.
- The Finance Department will develop a capital-project recommendation list based on these

Department:\_\_\_\_\_

Project Title: \_\_\_\_\_

Project description & rationale (attach any documentation and use additional sheets if necessary)

[illegible]

Estimated cost: \_\_\_\_\_

Estimated future maintenance cost: \_\_\_\_\_

Budget Manager:\_\_\_\_\_

Vice President: