

# Capital Item Requisition Form

Please check the appropriate box for the type of item you are buying and enter the purchase description below. The purchase description should describe purpose of purchase and each item being purchased. If an item has multiple lines on the PO then please indicate the lines that make up the item. This form must be completed and attached to your requisition for all items purchased with capital spend categories. Please contact Nick Singh at ext. 2565 for a list of capital spend categories.

☐ New Taggable Asset

☐ Replace Existing Unit: Tag # \_\_\_\_\_

☐ First Time Purchase

☐ Other \_\_\_\_\_

Purchase Description: \_\_\_\_\_

\_\_\_\_\_

☐ Untaggable Asset

Purchase Description: \_\_\_\_\_

\_\_\_\_\_

☐ Part of Existing Unit: Tag # \_\_\_\_\_

☐ Parts/Supply

☐ Other: Explanation \_\_\_\_\_

☐ Taggable Items Within a Project: Responsible Cost Center for Asset \_\_\_\_\_

Purchase Description: \_\_\_\_\_

\_\_\_\_\_

☐ Software Purchase

Purchase Description: \_\_\_\_\_

☐ Own Software

☐ Annual Renewal Basis

☐ Other \_\_\_\_\_

☐ Software Annual Renewal/Maintenance

Purchase Description: \_\_\_\_\_