Guidelines for Submitting Capital Requests

OVERVIEW
Capital Budgeting is an annual and/or long-term plan for the organization’s capital improvements. Determining the amount of capital expenditures and the overall capital budget is part of the operating budget process because it impacts operating expenses through depreciation expense. That is, money spent on each capital repurchase spread over the useful life of the item purchased, thus a portion of the expense is allocated to each year and is considered an expense that will be reflected in the bottom line of the financial operation of the University. Each Vice President/Provost, along with CPIT, Housing, and Facilities are requested to provide a detailed capital plan for each budget year by submitting the Capital Request Form.

Capital improvements are defined as any single unit valued and purchased for $5,000 or more, regardless of funding source, project length, with a useful life exceeding one year. Long-term planning identifies financial resources and manpower requirements in a logical and coordinated fashion.

The following categorizes capital improvements:

- Deferred maintenance to University general facilities.
  
  *Examples: Repairs to parking lots and building roofs, damages to electrical outlets and air conditioning*

- Maintenance and renewal of University housing and food services.

- Maintenance and renewal of academic facilities.
  
  *Examples: Classrooms, laboratories, studios, department offices*

- Purchase of major information technology equipment
  
  *Examples: Computers, software systems, and telephone systems*

- Purchase of vehicles used by primarily by Facilities, CPIT, and Public Safety.

- Purchase of miscellaneous equipment.
  
  *Examples: Photocopiers, mailroom equipment, and printers*
GUIDELINES/DIRECTIONS

The following guidelines/directions will assist in the preparation of the Capital Request Form:

1. **Requestor**: Please indicate the person and department requesting capital improvements.

2. **Fiscal Year**: Indicate the Budget Year.
   A drop-down list is provided, simply click on the cell and a drop-down arrow will appear. Click on the drop-down arrow and select the appropriate fiscal year.

3. **Priority**: Rank the priority of the project between 1 to 5 (“1” being High and “5” being Low). A drop-down list is provided, simply click on the cell and a drop-down arrow will appear. Click on the drop-down arrow and select the appropriate priority level.
   
   1 = High  
   2 = Slightly High  
   3 = Neutral  
   4 = Slightly Low  
   5 = Low

4. **Supports**: Indicate whether the project supports one of the four following areas:
   
   a. Critical to continue operations  
   b. Deferred maintenance  
   c. Addresses safety issues  
   d. Falls within the ambit of the strategic plan

   A drop-down list is provided, simply click on the cell and a drop-down arrow will appear. Click on the drop-down arrow and select the appropriate priority level.

5. **Description of Project**: Provide a detailed description for the capital request or project.

   *Example: Stairs and handicap accessibility at the Soccer field*

6. **Multi-Year Project**: Identify if the project will take longer than one year and identify the fiscal years that the project will be in action.

7. **Estimated Cost**: Provide an estimated cost based on any collected information. If cost is unknown, please leave blank. *Do not request cost estimates from Facilities or outside vendors. Formal cost estimates will be determined when the project is approved.*
8. **Objective/Impact:** What is the purpose of the project? What will it accomplish? If the item is identified as supporting the strategic plan, include which strategic goal the project will support. Please state the impact to the organization if the project is not approved.

   *Example: Soccer field is handicap accessible*

9. **Funding Source:** Indicate the funding source and organization number.

**ADDITIONAL INFORMATION**

- *It is important to identify and accurately record capital expenditures in order to determine depreciation expenses in compliance with the Generally Accepted Accounting Principles (GAAP) and audit standards.*

- *The items listed from each Vice President/Provost should be in addition to the items listed in the integrated Facilities plan.*

- Click on the following link to obtain the Capital Budget Requests Form:
  
  [EXCEL template for submitting Capital Budget Requests](http://treasurer.cua.edu/budget.cfm)

- If you have any questions, please contact the Budget Office.
  
  [http://treasurer.cua.edu/budget.cfm](http://treasurer.cua.edu/budget.cfm)