

# How to Submit a Capital Expenditure Request

## What is a capital expenditure?

*Capital Expenditure (as defined by the business office): A tangible item that has a life of more than one year. Typically this expense would not be an ongoing expense, such as a contract of service, and would cost more than \$500 (as a single item or combined items).*

## How to submit a capital expenditure?

*Please provide the name of the item, source, model number, unit cost, description and rationale for your request. In addition you should provide a copy of the page from the catalog or website with the item highlighted. See below for a sample format for a request. You can copy the table below into a Word document or recreate in Excel.*

<i>Medical Imaging Proposal, [insert contact name here]</i>					<b>NEW</b>		
Equipment	Source/Model or Line Item number	Cost	Description	Rationale	Is this purchase a result of your assessment process?	Essential (class can't go on without)	Recommended for Perkins
Scanning tables with side rails (2)	Biodex 058-701	\$11,400	Include Specs here. It is recommended that you provide as detailed a description as possible.	The current tables in use in our lab are ad hoc at best (one is an old gurney, the other a massage table). These would allow students to scan "patients" in a manner more closely resembling clinical practice.	No  <i>Please attached your assessment report if you answered yes.</i>	No	Yes*

\*Perkins recommendations are for CTE programs only. This is for non-essential, but would like to have equipment or software.

## When do I submit?

*Deadline for Submissions: Last day of February*

## Where do I submit?

*Health professions faculty submit to their directors. All other submissions may be submitted using the Dean's mailbox.*