

Capital Request Process

Definitions

Capital Purchase Request (fixed asset) Any tangible property valued at \$1,000 or above and with a useful life span of two or more years (e.g., furniture, equipment, technology hardware or software, classroom equipment, laboratory equipment, etc.).

Capital Improvement Project Request- Any renovation or construction projects that create a capital asset with an expected life span of two or more years, and have a total expected value of at least \$1,000 (e.g., Classroom renovation, student support spaces, office relocations/expansions, etc.).

Capital Request Prioritization Criteria

The following criteria will be utilized by Senior Leadership to determine the approval and prioritization of capital requests:

- x Alignment with Strategic Plan
- x Potential Revenue Generating Source
- x Health Safety and Compliance Priority
- x Executive Priority

Capital Request Process Workflow

