



Capital Expenditure Request Form

Date _____

Community _____

Department _____

Proj Name in Capital Budget _____

Name of Item _____

New
 Replacement

Project Budget Cost \$ _____

If replacement, describe the replaced item:

Is the Project Budget Cost approved with the fiscal year capital expenditure budget? Yes No

- If yes, please attach and highlight the budgeted line item.
- If no, please provide proper level of approval per the Unbudgeted Capital Expenditure Authority Policy. For policy, see page 2.

Estimated Cost:

A. Facility Modifications Yes No \$ _____

B. Utility/Mechanical Modifications Yes No \$ _____

C. Installation Cost Yes No \$ _____

D. Estimated Furniture/Equipment Cost \$ _____

E. Estimated Software Cost \$ _____

F. Estimated Total Project Cost \$ _____

Scope of Work, Justification and Alternative Considerations:

Please note that 3 bids are required for Project Budget Cost over \$10,000 with the exception of condo refurbishments.

Vendor	Bid
A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____

Date _____ Requested by: _____
Printed Name Signature

Date _____ Approved by: _____
VP of Operations Printed Name Signature

Date _____ Approved by: _____
Financial Approval Signature

BOARD POLICY/PROCESS: UNBUDGETED CAPITAL EXPENDITURES AUTHORITY

PROCESS:

\$50,000 or greater, individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Requires Board of Directors approval prior to contracting or purchasing assets at this level.

\$25,000 to \$49,999, individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Requires the approval of the President and CEO in addition to the lower-level threshold approvals.

\$5,000 to \$24,999 individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Requires the approval of the Officer that has operational responsibility for the capital item in addition to the Vice President.

Under \$5,000, individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Vice Presidents may authorize.

Unbudgeted Capital Expenditure Approval:

Date _____ Approved by: _____
Vice President Name Signature

Date _____ Approved by: _____
Executive Officer Name Signature

Date _____ Approved by: _____
President and CEO Signature

Date _____ Approved by: _____
Board of Directors Signature