Capital Request Form Instructions & Guidelines
(11/16/15)

PURPOSE:
To ensure that all parties involved in the capital budget request are informed and approve of the work being requested.

PROCEDURE:
Prior to contracting additional work for construction projects or major equipment acquisition, approval must be granted via the Self Service Capital Request Form. The form facilitates the process and -

1. Calculates both current and ongoing costs of a project
2. Ensures compatibility and alignment with other plans
3. Ensures supervisory, senior administrative review and approval

The following is a list of guidelines that will assist with the capital budgeting process. If you have any questions, feel free to contact Jill Hans, Director of Budget and Financial Planning at Ext. 2752 for assistance.

1.) *What is a Capital Expenditure*? Capital Expenditures are defined as expenditures of ***$3,000 or greater*** for equipment, furnishings, buildings and building repairs. Purchases for these items that are less than $3,000 should be budgeted for in the Operating Budget which a separate budget process.
2.) What are "***Bundled***" Capital Expenditures? A Bundled Capital Expenditure is defined as a group of assets intended to work cohesively together or serve a similar purpose. For example:
   a. A group of microscopes (with similar specifications) for use in a lab. Each microscope costs $500. A single purchased microscope does not meet the capital threshold of $3,000 but when ordered in a "Bundle" of 10, the total cost is $5,000 and would be considered a bundled capital expenditure.
   b. Office furnishings that make up a room or designated area. Example: A conference table and 8 chairs to furnish a conference room.
3.) For Equipment, Furniture, and Building/Construction Projects, the Capital Budgeting process for all budget managers begins December 1, 2015. The Capital request form is located on the Finance tab in Self Service as well as in the business/Finance Channel under "Budget". All requests must be submitted by January 29, 2016.
4.) Information Technologies (IT) Projects use this same form (Capital Budget Request) with the exception of requests for computers and computer hardware. For more information regarding the IT Capital Budget process, please contact Susan Smith at ext. 5047.
5.) Three Capital Planning Teams continue to manage the Capital Additions Program. These teams review all Capital Budget requests submitted and assist in

the process. The teams represent each area on campus to ensure fair and equal representation during the budget process. For details of the teams and their leadership, reference the *"Capital Team Structure Summary"* document located on the Business Office channel on MCSquare.

Getting Started:

Step 1: Go to the "Finance Tab" in self service. Enter into "Capital Budget Request"

Step 2: Select "CREATE" to create a request.
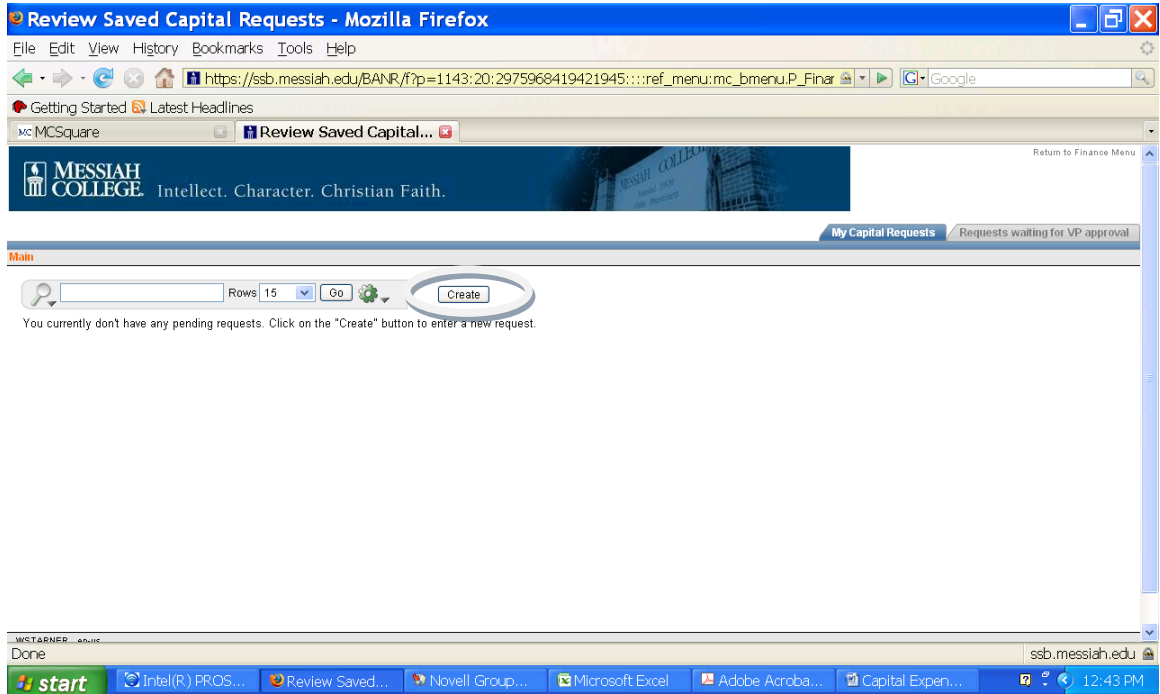
Step 3: Fill in the data on the form. *Any items marked with an asterisk are required for successful submission.
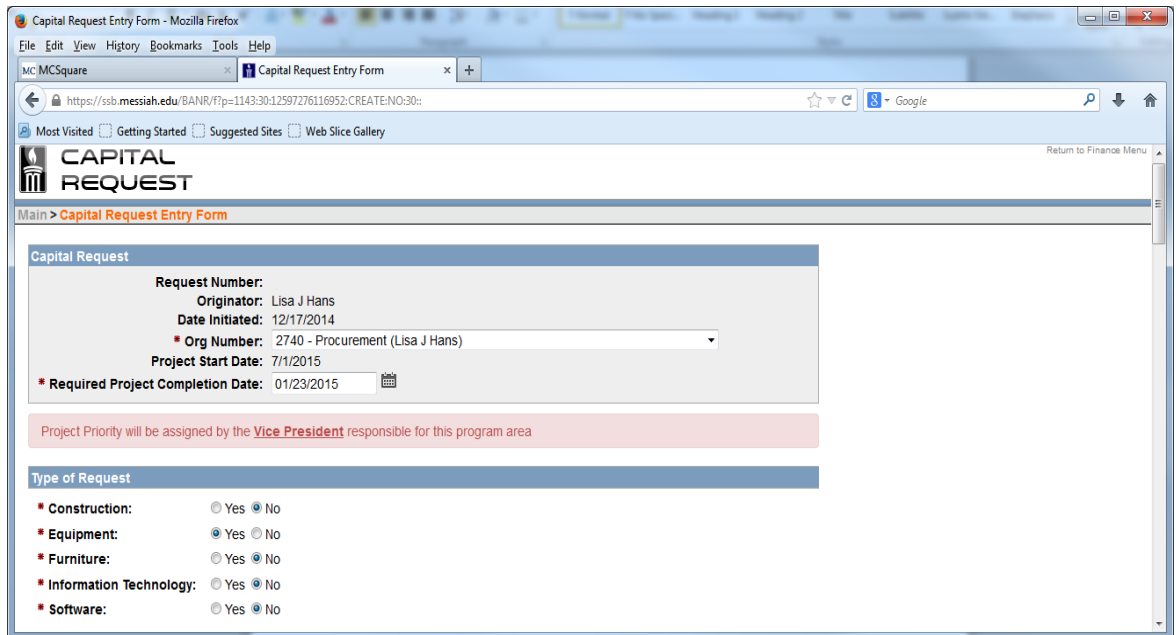
➢ **Originator:** Pre-populated based on Self Service log in. *This person will receive emails throughout the process regarding this request.*

➢ **Org Number:** Select the org number of the requesting department.

➢ **Project Priority:** VP/Provost and Capital Teams will prioritize requests.

➢ **Type of Request:** There is the one form for all capital requests: *Construction, Equipment, Furniture, Information Technology and Software.* You will need to submit a separate request for each project (ie: a snow blower and office furniture are separate requests). However, if you have *one project* that involves Information Technology and Equipment (ie: the installation of new lab equipment that has computers), you need to submit only one request for the entire project.

➢ **Request Description:** In 500 characters or less, please describe the request in detail. Provide a level of detail that supports the request.

➢ **Justification for Request:** Provide reasoning that supports approval of the request. Again, please provide a level of detail necessary to support the request. The more information you can provide the easier it will be to prioritize your request.

> Messiah College Strategic Initiatives: Please check yes or no regarding whether or not your request aligns with listed specific Messiah College Strategic Initiatives include Compliance, Curriculum, Efficiency of Work Performance and Safety on Campus.


> Estimated costs: Please provide either an actual or estimated cost to purchase the capital equipment or accomplish the project. Only costs of $3,000 or greater are considered capital improvement/acquisition (please refer to above definitions if you have questions regarding requests of more than one piece of equipment that is part of a larger group or project. If you have any questions, do not hesitate to e-mail Jill Hans at jhans@messiah.edu.
> Provide a yes or no response to knowledge of ongoing costs.
> Provost Dedicated Capital: If this request will be funded all or in part by Provost Dedicated dollars, please check "yes".

- ➢ Additional Questions: These questions are asked to identify other possible costs associated with the project and the nature of those costs.
- ➢ Any visual renditions (architectural diagram or handwritten sketch) that would help provide context may be uploaded in this section.

- ➢ When you have completed uploading your document, select "Return" to return to the request form.

➢ Additional Information: These four questions must be addressed in a yes or no fashion. If you answer yes, you may be prompted for additional information.

➢ Saving and Submitting: The form can be saved and retrieved for further updates by selecting the "SAVE" box. When the request is completed and ready for submission, select the "Submit to VP" box. Once it is completed and has been submitted, a notification email will be sent to the requester as well as the requester's VP/Provost stating that a capital request has been made and is available to review.
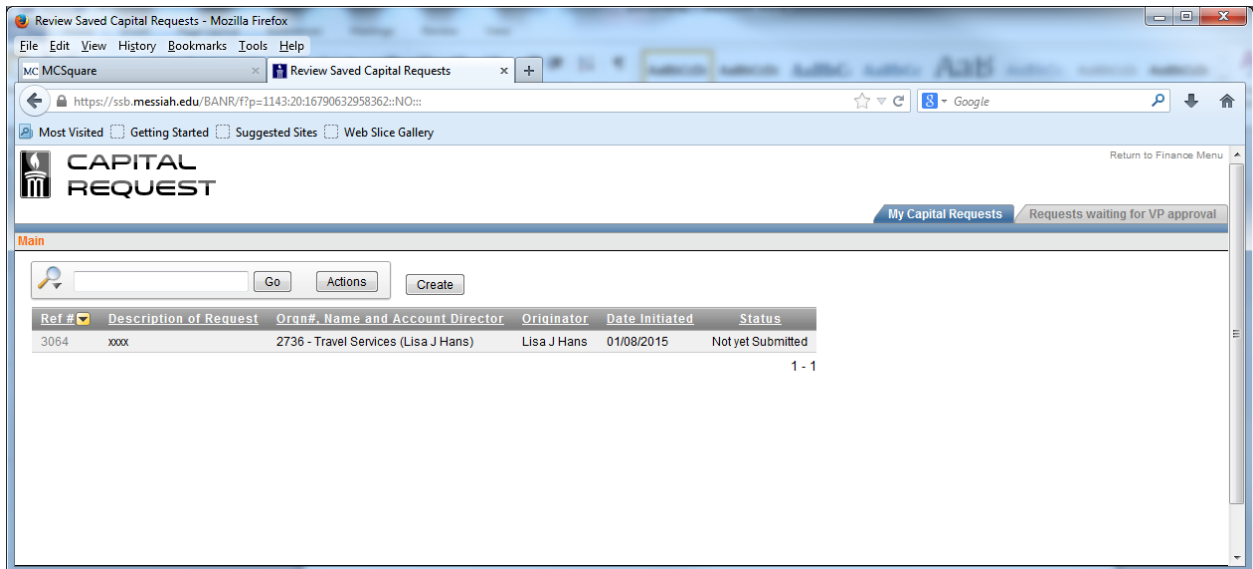
> ➢ Retrieving a Saved Document: Go to the "Finance Tab" in self service. Enter into "Capital Budget Request". The saved document has been assigned a reference number. Click on the reference number and the user will re-enter the form again to make changes.
> ➢ Status: This shows the user which requests require submission and those that have already been submitted to the VP for review.

Final Notes:

1.) Each VP/Provost is responsible to review all requests and schedule meetings within their own areas to review and prioritize all capital requests. No paper requests will be accepted.

2.) All requests must be completed and submitted to the VP/Provost by **January 29, 2016.**