



CAPITAL PURCHASE REQUEST

Date:

Budget Manager requesting Capital Purchase:

Description of Items to be Purchased:

Estimated Total Cost:

Include sales tax, shipping, and installation/setup. Attach evidence to support this estimate.

Date Asset is Needed:

Asset(s) Being Replaced:

Estimated Asset Life:

Brief description of why asset is needed:

Is this item budgeted for in the current fiscal year?

Is the Requesting Department within their Operating Budget?

Is the Requesting Department within their Capital Budget for the year?

APPROVED BY VP OR PRESIDENT

DATE

APPROVED BY CFO

DATE

FOR ACCOUNTING USE ONLY

Budget Manager Notified of Approval/Disapproval:

Date:

Account Code to be Charged:

