

Capital Request Process

Definitions

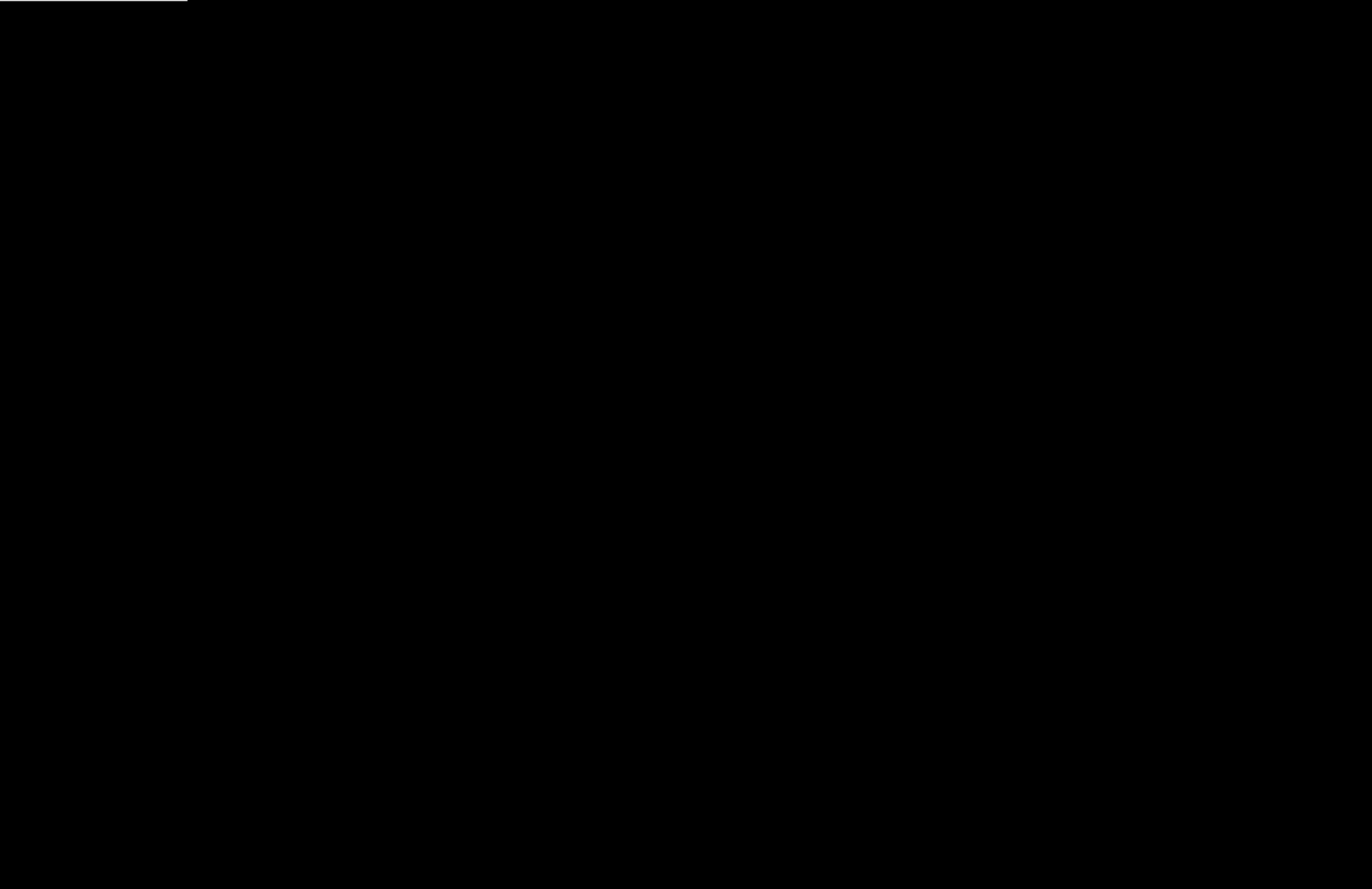
Capital Purchase Request (fixed asset) - Any tangible property valued at \$1,000 or above and with a useful life span of two or more years (e.g., furniture, equipment, technology hardware or software, classroom equipment, laboratory equipment, etc.).

Capital Improvement Project Request - Any renovation and project request shall be coordinated with the Department of Facilities Management (for building-related projects) and/or the Department of Information Technology (for technology-related purchases or projects) to determine cost estimates.

To submit a capital request, please follow the below procedures and guidelines:

1. If capital request is a grant-related capital request, the Executive Director of Research Grants and Sponsored Programs must review and approve the grant and requested capital items prior to submitting the capital request. The Executive Director or President estimate validation.
4. If it is determined that the original cost estimate is in excess of the submitted amount, the form is returned to the Divisional Vice President for review and approval.
5. Facilities and IT compile approved capital requests.
6. The Budget Office prepares the annual budget package and identifies available funding for capital requests.
7. Senior Leadership reviews, prioritizes and approves capital requests based on available capital funding and prioritization criteria.
8. The Divisional Vice President communicates with Requestor if capital request was approved or deferred.

Capital Request Process Workflow



**New Jersey City University
Capital Request Form**

Capital Purchase or Project Request Date: _____

Requestor Name: _____

Department Name: _____

Cost Estimate: _____

Desired Start Date: _____

Desired Completion Date: _____

Describe the capital purchase or project scope in detail (include building, floor, and room #, if capital project):

Describe how this capital purchase or project aligns with the University's strategic plan. Reference specific plan goals and objectives of the plan:

Will this capital purchase or project align with the University's strategic plan? (Yes/No) _____