



Capital Expenditure Request Form

Date _____

Community _____

Department _____

☐ Budgeted

Proj Name in
Capital Budget _____

Name of Item _____

☐ Budgeted,
Repurpose

Project Budget Cost \$ _____

☐ New

☐ Unbudgeted

If replacement, describe the replaced item:

☐ Replacement

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

Date _____ Approved by: _____
Neal Smith, EVP (Facilities Capex Only) Signature

BOARD POLICY/PROCESS: UNBUDGETED CAPITAL EXPENDITURES AUTHORITY

PROCESS:

\$350,000 or greater, individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Requires a Formal RFP or Board-approved exception and requires Board of Directors approval prior to contracting or purchasing assets at this level.

\$200,000 to \$349,999, individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Requires a minimum of three quotes or formal RFP and requires the approval of the CFO/CXO plus CEO Approval in addition to the lower-level threshold approvals.

\$100,000 to \$199,999, individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Requires a minimum of three quotes or formal RFP and requires the approval of the EVP plus CFO/CXO Approval in addition to the lower-level threshold approvals.

\$25,000 to \$99,999 individual or an aggregate project / purchase, including amounts over the originally budgeted and approved amount.

Requires a minimum of two written quotes and requires the approval of the EVP/VP 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.

Recommended a minimum of one written quote and requires the approval of the Director plus the EVP/VP.

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

Quote is optional; direct purchase and requires the approval of the Department Director or Manager

Unbudgeted Capital Expenditure Approval:

Date_____	Approved by: _____	_____
	Director or Manager	Signature
Date_____	Approved by: _____	_____
	Vice President	Signature
Date_____	Approved by: _____	_____
	Executive Vice President	Signature
Date_____	Approved by: _____	_____
	Executive Officer Name	Signature
Date_____	Approved by: _____	_____
	President and CEO	Signature
Date_____	Approved by: _____	_____
	Board of Directors	Signature