Capital Budget Process

Effective FY21

Purpose:

Provide structure to the Capital Budget Process to control spending and thoughtfully plan projects.

Key Changes:

- 1. Business and Finance leadership (the OFO, Controller, Treasurer, and Director of Budget) determine the capital budget amount and communicate it to the University in October when request forms are distributed
- 2. Groups performing work (e.g. Facilities) review and approve requests before they are submitted to the Budget Office
- 3. discretionary designated funds, as well as those specifically identified for capital purchases or R&R, should be used before requesting capital budget
- 4. If a capital request will be funded via a gift, the Vice President of Development must have a signed agreement for the full amount and collected 50% of it before the capital purchase/project can occur.
- 5. Identify how the capital budget request is tied to the Campus Master Plan in the form if applicable

Provide capital budget requests for three fiscal years when possible (i.e. multi-year planning)

- a. Year one is fixed
- b. Year two is open to amendment if a strategic opportunity arises
- c. Year three is open to revision
- 7. Operating budget adjustments will be made for return projects
- 8. In January, the Cabinet will review the capital requests consolidated by the Budget Office and approve specific items, not arbitrary amounts
- 9.

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approval regardless of funding source

still needs to be entered on the form to assist in cash forecasting, facilities scheduling and depreciation estimates.

j. Requested Amount Funds needed for capital request after department funds are applied

k.