



APPROVALS:
Insert approval stamps needed below:

1. Campus President
2. VPO Approval

Once all approval stamps are entered, create a purchasing HelpSpot ticket.

Attachment A: Capital Expenditure Request

Campus:_____ Program:_____

Delivery Person/Department:

This item was budgeted/ Project #_____

This item was NOT budgeted/ Replace Project #_____

Is this being purchased with Tenant Reimbursement dollars per lease? Y N

Name of item:_____ Quantity:_____

Description:_____

Requested Vendor:_____ Model/Catalog#:_____

Estimated cost:_____ Required/Requested Delivery Date:_____

Reason for request (be as specific and detailed as possible and state if it is a replacement or new equipment and the reason it is being replaced):

Is this item replacing a current Capital item: Y N If yes, please list the asset being replaced or disposed of:

How was the asset disposed of:_____

The above information should be provided by the campus, approved by the Campus President, and emailed to the Regional Director of Operations for approval. It will then be emailed to purchasing@concorde.edu pursuant to the Fixed Asset, Capital Expenditure policy.