

**BLACK HAWK COLLEGE
CAPITAL REQUEST FORM
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INSTRUCTIONS:

This form shall be submitted to the Capital Committee to decide the merits of a Capital Project you are proposing (Step One), and then used to seek the funding for that project (Step Two). These projects include equipment, furniture, and other major expenditures not included in the operating budget. Capital requests are not to be captured on the budget worksheet, but rather on this form only. Approvals and funding are not guaranteed. Please complete Step One of this form and submit to your Executive Administrator. We recommend you keep a copy of this completed form for your records.

Step One: Complete all areas of this step and submit to your Executive Administrator. Your Executive Administrator will take it to the Capital Committee for consideration. Approval only means that you are allowed to proceed to the next step and does not mean the project or the funds have been approved!

Title of Capital Request:

Date of Capital Request:

Description of Capital Request:

Estimated Total Amount of Capital Request: \$

Strategic Priority Associated with Request

Justification for Capital Expenditure:

Requestor Signature

Executive Administrator Signature

| | | | |
|----------------------------|----------|--------|------------|
| <i>Office Use Only:</i> | | | |
| Capital Committee Decision | APPROVED | DENIED | Date _____ |

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Step Two: After the Committee has approved moving forward to this step, provide the following pricing and labor requirements. Then re-submit it back to your Executive Administrator for final approval from the Capital Committee.

Pricing (Please attach quotations)

| | |
|--------------------------------------|--------|
| Construction Cost: | \$ |
| Furniture Cost: | \$ |
| Architects & Engineers Fees: | \$ |
| Reimbursable Expenses: | \$ |
| IT Related Costs: | \$ |
| Infrastructure Changes /Needs Costs: | \$ |
| Ongoing Expenses | \$ |
| Other Costs | \$ |
| Total | \$ |

College Labor Requirements

APPROVALS AND DATES:

| | |
|---|------|
| Executive Administrator | Date |
| Purchasing Manager (if applicable) | Date |
| Chief Information Officer (if applicable) | Date |
| Facilities Superintendent (if applicable) | Date |

Note: Purchasing Manager signature required when request is \$5,000 or more. Chief Information Officer must sign all technology related requests. Facilities Superintendent must sign all requests requiring facilities assistance/alteration.

| | | |
|---------|---------|---------------|
| Fund #: | Org. #: | Project Name: |
| | | |