

**BUDGET REQUEST FORM  
FOR BIG TICKET**

Capital/Physical Plant Request \_\_\_\_\_ Operational Request \_\_\_\_\_

For: Budget Year 2012 – 2013

Department \_\_\_\_\_

Name \_\_\_\_\_

(Officers, Chairpersons, Directors, and Managers)

Our request for 2012 – 2013 is:

Datatel Budget # \_\_\_\_\_

(XX)-(XX)-(XXXXXX)-(XXXXX)-(XX)

Description of expenditure: (vendor, item, service)	Amount
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Total \_\_\_\_\_

Rationale for funding request:

\_\_\_\_\_

\_\_\_\_\_

**This form must be submitted by November 1, 2011 to the person responsible for reviewing and approving this request.**

Reviewed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved requests must be submitted by November 15, 2011 to the appropriate Vice President.**

Vice President / President: \_\_\_\_\_ Date: \_\_\_\_\_

Please circle one:                      Approved                      Not Approved

**Approved Big Ticket requests must be returned to Vice President of Business Affairs by November 29, 2011.**

## **DEFINITION OF BIG TICKET**

Big ticket items would be described as large ticket items that are a one-time (non repetitive) expense. Some examples of big ticket items would be: the replacement of equipment that has exhausted its life expectancy, the purchase of equipment that is necessary to comply with Federal or State regulations or the purchase of a materials/services for a one time event, such as a capital campaign or surveys. **Please attach formal RFP's, as estimates and ball park figures will not be honored.**

### **Capital Requests**

Capital requests would be described as individual items costing \$2,500 or more. This includes construction projects, furniture, fixtures and equipment with individual/per item cost in excess of \$2,500.

### **Operational Request**

Operational requests would be described as individual items costing less than \$2,500. This would include minor construction projects, furniture, fixtures and equipment with individual/per item cost less than \$2,500.