

REQUEST FOR CAPITAL EQUIPMENT ALLOCATION ADJUSTMENT

The following form is for a change needed to a division's allocation in a fiscal year. The following steps should be followed before an official request is submitted.

1. If a divisional Point of Contact (POC) determines that a critical non-IT Capital Equipment (CE) purchase or combination of non-IT purchases exceeds the amount allocated to the division, the attached form can be used to request an increase to the allocation.
2. The divisional POC will evaluate the options of using another source of funds. If no other funds are identified, the divisional POC will discuss with the VP about whether to request an increase to the division's non-IT CE allocation. If the VP agrees that the purchase(s) is critical and that no other funds are available, the divisional POC will contact the Resource Planning and Analysis (RPA) Office.
3. After consultation with the RPA Office, the divisional POC will coordinate collection of the information requested below and submit it to the CE Lead within the RPA Office.
4. The CE Lead will work with RPA leadership to analyze the request. If approved, the CE lead will notify the divisional POC and copy the VP that an increase to the division's allocation is approved. The CE lead will also adjust the budgets within Colleague.
5. The divisional POC will make any necessary communications within the divisions about requests related to the increased allocation.
6. Please click the submit button below to send form to cerc@cscc.edu

[CLICK HERE](#) TO ACCESS COST CENTER AND SPEND CATEGORY INFORMATION

Requester's Name

Supervisory Organization/Cost Center

Capital Equipment needed

Description/Justification of Need

Estimated Cost of Need

Location (if applicable)

Strategic Objective/Division Priority

Describe the need and any potential impacts if this request is *not* funded.

Describe potential impacts on operating budget, infrastructure requirements, other departments, or other risks if the request *is* funded.

Approval Notes

To account for capital equipment balances appropriately, the order of approvals need to be:

- 1. Point of Contact**
- 2. Resource Planning & Analysis**
- 3. Vice President**

Point of Contact's Signature

Date

Resource Planning & Analysis Approval

Date

Vice President's Signature

Date