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Name:	Procurement – Capital Purchases
Policy Number:	4-1020
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	1 August 1994 1 September 2007

Capital purchases are defined as those items estimated to cost more than \$3,000.00 and having a life expectancy of greater than two years. The acquisition of capital items falls into two categories:

1. Capital items included in the approved capital budget. Financial Planning will advise the department of a project number and amount for each approved item.
2. Capital items not specifically approved in the capital budget or where the expenditure exceeds the original budget estimate. Departments must complete a [Capital Expenditure Form](#) which may be obtained on the Financial Services website

See [4-2010 Budget Control: Capital Expenditure Request](#) for completion details.

Depending on the amount of the capital expenditure, departments will be required to contact Procurement Services to review the appropriate purchase method. (See [4-1013 Procurement – Competitive Quotations/Tenders](#))

Once funding is approved and the applicable procurement process (see [4-1013 Procurement – Competitive Quotations/Tenders](#)) is completed, purchase orders are initiated using a standard purchase requisition (See [4-1014 Procurement – Standard Purchase Requisition](#)). When completing the standard purchase requisition use the Capital Project expense FOAP assigned by Financial Services (Box C of the Capital Expenditure Request

form). Where a project may require several separate purchases from different sources, a standard purchase requisition is used for each purchase.

Depending on the asset type, additional approvals may be required as follows:

<u>Asset Type</u>	<u>Approval Required</u>
Computer Hardware & Software	ITSS
Audio Visual Equipment	Media Services
Alterations & Renovations	Facilities Management
Furniture	Facilities Management

Procurement Services will coordinate the additional approvals as required.