



PNWU

Capital Equipment Request

- Initial Submission
 Follow-Up Submission

This face sheet is to be completed for all items with a useful life greater than one year and costing greater than \$5,000.00. Items valued between \$1,000.00 and \$4,999.99 should be included in your supply budget (as a separate line item in your supply budget proposal).

Fill in the applicable information below as complete as possible. We understand not all answers will be available at the time of the request.

Description	
Estimated Project Cost	
Vendor(s)	
Brief Justification	

Priority
 Crucial Need ASAP
 High - Needed but Not Immediately
 Medium
 Low - "Wish List"

Needed By:
 0-6 Months
 6-12 Months
 1 Year
 2 Years
 3 Years

Cost Considerations	Description	Estimated Cost
Estimated Item Costs ¹		
Technology Costs ²		
Facilities Costs ³		
Installation or		
Annual Maintenance ⁵		
Related Supplies ⁶		
	Subtotal:	
	7.9% Tax:	
	Shipping Cost⁷:	
	Grand Total:	

1. Estimated Item Costs: Attach bid(s) or other documentation. A high and low range is acceptable.
2. Technology costs: Include the costs of any technology required to support the item. Be sure to include hardware, software, and/or any network equipment needed.
3. Facilities costs: Include costs for power outlets, door locks, or minor remodels.
4. Installation and Implementation: Include costs to install or implement the item. If shipping is not included in the item cost include it here.
5. Annual Maintenance: Include the annual maintenance contract or software license fee if applicable.
6. Related supplies: Include the estimated costs of other supplies necessary to support the item if it is not included in your current supply budget.
7. Tax rate will vary if items not delivered on-site

Submitted By:	Date	Dept. Head	Date
IT Approval	Date	Controller Approval	Date
VP/Dean Approval	Date	President's Approval if over \$5,000.00	Date
		<input type="checkbox"/> More information needed	<input type="checkbox"/> Conditional Approval