



Finance Office

Capital Equipment/Facilities Budget Request Summary
Fiscal Year 2012-13

Department or Program: _____

Budget Code: _____

(P)	Capital Equipment and/or Facilities Item (Brief title or description)	(R) (N)	Equipment Budget Requested \$	Facilities Budget Requested \$
TOTALS				

(P) Priority

(R) Replacement of Existing Item

(N) New Item

Please Remember

1. Requests for computing equipment and software applications are submitted through a separate process and should not be included on this request.
2. For each item requested, please attach all additional supporting information to this form.

Submitted by _____

Approved by _____