



Capital Budget Request Expenditure

Purpose

This form is required for any G&A purchase or implementation requiring capitalization. To capitalize an asset is to delay the recognition of expenses by recording the expense as a long-term asset, and therefore, depreciating the asset over its useful life. For assets to be eligible for capitalization, total project costs should be outlined in the table below. Only costs attributed to the developmental stage (exceeding \$100,000), hardware and software (exceeding \$5,000) will be capitalized. All other costs (e.g., planning, training and data conversion) will be expensed. Please complete the entire three-page form based on the aforementioned criteria.

Instructions

- 1) Choose from the following Budget Categories: Personnel, Consultant, Software or Hardware.
- 2) Enter the dates of service and dollar amounts in each column, making sure to enter zero in any unpopulated cell in a column denoting costs.
- 3) Calculate totals. For PC, place your cursor in the desired Total cell and press F9 on your keyboard. For Mac, select the desired Total cell and click AutoSum in the Tables and Borders toolbar. Ensure the toolbar is visible by clicking on the View menu, selecting Toolbars and then Tables and Borders. A checkmark confirms the toolbar is enabled.
- 4) Complete Capital Expenditures Justification on Page 2.
- 5) Submit completed form via email to corp.budget@hjf.org.

COST CENTER NAME:

REQUESTOR:

COST CENTER NUMBER:

DATE:

Capital Budget Request Expenditure Justification

Cost Center Name	█
Cost Center Number	█
Requestor	█
Fiscal Year	█
Capital Expenditure Justification	█

FOR CORPORATE FINANCIAL PLANNING USE ONLY

	Signature	Date	Recommend Approval	Recommend Disapproval	
VP of Requestor		█	<input type="checkbox"/>	<input type="checkbox"/>	
	Signature	Date	Approved	Denied	Hold
Sr. VP/CFO		█	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>