

SECTION: Business Affairs
SUBJECT: Capital Budgets

ISSUED BY: Vice President for Business Affairs and Treasurer
REPLACES: New
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: February 1998

Capital budgets

With proper authorization, department heads may plan to expend up to one-half of their capital budgets in the fall semester and the balance in the spring semester. The purpose of this restriction is to manage cash flow. Any exceptions will be made by the Provost and Vice President for Business Affairs in consultation.

Any equipment purchased with a cost of \$1,000.00 or more and having a life expectancy of more than one year should be capitalized. These items should be charged to your 'equipment' account. All smaller amounts should be charged to your 'supply' account.