

**Milton Academy  
Business Office  
Capital Request Form**

**GENERAL OVERVIEW**

The attached form has been designed to create a standard format for collecting data for capital needs. The form is for detailing qualitative information associated with any type of funding request. Each funding request cost sheet must be reviewed and approved by the appropriate Ad Council member before the purchase is approved.

**INFORMATION NEEDED**

**Sections 1-3**

Describe the capital request. Identify if it is "on-going" or "one-time" in nature, as well as if it's a capital lease or capital purchase.

**Section 4**

Prioritize the capital request by requester.

**Section 5**

Describe the capital request. Provide any specifics, reason for purpose.

**Section 6**

List all capital costs related to the purchase/lease. Delineate expenditures by year if the item is being paid for over multiple years.

**Section 7**

Identify the individual who is responsible for the program. Please sign and date.

**Section 8**

Approval signature for the Ad Council member who is responsible for this area.

**Section 9**

Approval signature for the Business Office.

**Section 10**

Prioritize the capital request by Ad Council member.

**Capital Equipment Request Form**

1. **Title of Capital Request:**

2. **Type of Program:** (One-Time or On-Going)  **FY it starts:**  (yyyy)

3. **Type of Request:** (Capital purchase or capital lease)

4. **Priority Number for the Department Manager:**

5. **Description of Capital Request:**

6. **Capital cost:**

	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. **Requester - Department Manager (sign and date)**

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**For Ad Council member/Business Office Use Only**

8. **Ad Council Authorization**

9. **Business Office Authorization**

10. **Priority Number for the Ad Council Member**