

THE UNIVERSITY OF WINNIPEG
FINAL APPROVAL
CAPITAL EXPENDITURE AUTHORIZATION
EQUIPMENT & RENOVATIONS

ALL EQUIPMENT AND FURNISHING PURCHASES AND RENOVATION PROJECTS IN EXCESS OF \$5000.00 WHERE THE ECONOMIC LIFE OF THE PURCHASE IS IN THE EXCESS OF ONE (1) YEAR.

PROJECT or EQUIPMENT NAME: _____ DATE: _____
(M / D / YEAR)

Budget Year _____ Department _____

New _____ or Replacement _____
Detailed Description of Project or Equipment:

Reason for Expenditure:

Life Expectancy of the Project or Equipment: _____
Total Cost: _____ (incl. Installation, taxes, etc.)
Annual Maintenance Costs: _____

Funds Available: YES _____ NO _____ Budget Account # _____

Requesting Department:
Department Head: _____ Date: _____
M / D / Year

Approvals:
Faculty Dean or Vice President _____ Date: _____
M / D / Year

Vice President:
(Finance & Administration) _____ Date: _____
M / D / Year

COMPLETED FORM TO BE RETURNED TO REQUESTING DEPARTMENT HEAD. NO PURCHASE ORDERS WILL BE ISSUED FOR CAPITAL EXPENDITURES UNLESS A COMPLETED CAPITAL EXPENDITURES AUTHORIZATION FORM IS ATTACHED TO THE PURCHASE REQUISITION.