

ROGER WILLIAMS UNIVERSITY CAPEX: INSTRUCTIONS

BACKGROUND INFORMATION:

Request items must be **\$3,000 or greater to be considered a CAPEX (capital expenditure) item.** Items that are less than \$3,000 should be requested as a part of the Operating Budget; i. e. building repairs, equipment under one year, furniture less than \$3,000.

No request items are automatically "rolled over" from prior year CAPEX requests. If you would like a copy of your prior year CAPEX requests and approved budgets, please email your request to: JGBorden@rwu.edu

Completed CAPEX requests are **due to the Finance Office. Please reference the current budget schedule for due dates.**

COMPUTER REQUESTS:

DO NOT REQUEST COMPUTER HARDWARE ON ANY OF THE ATTACHED REQUEST FORMS Information Technology will coordinate all Computer Hardware (desktops, laptops, monitors, printer) requests. They will meet with deans and department managers and compile a listing and forward it to Finance for inclusion in the preliminary Capex report. **Computer requests submitted with these forms will not be processed.**

FACILITIES REQUESTS:

Facilities requests are divided into two areas: (1) Building / Campus Improvements; and (2) Capital Projects. Examples of building/**campus improvements** would include items such as; replace carpet on 1st floor, add door closers in hallway, replace refrigerators in Bayside. Examples of **capital projects** would be; convert store room to office, men's bathroom renovation, and expand lounge area/add study area.

All interior and exterior **painting** is considered an operating expense-maintenance and **should NOT be included with CAPEX requests.**

The Facilities department will meet with deans and department managers to discuss your requests in detail. Questions regarding Facilities requests should be addressed to the Associate VP of Real Estate & Facilities Management, Tom Martin: x 3150

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FURNITURE & FIXTURE REQUESTS:

Include items \$3,000 or greater Only. All items less than \$3,000 should be included in the operating budget equipment under 1 year request. Furniture & fixture requests include items such as desks, file cabinets, office chairs, and desk shelving. Please indicate whether the request is for "replacement furniture" or "new" furniture.

The Facilities department will meet with deans and department managers to discuss your requests in detail. Questions regarding Furniture & Fixture requests should be addressed to the Associate VP of Real Estate & Facilities Management, Tom Martin: x 3150

NEW EQUIPMENT REQUESTS:

Include items \$3,000 or greater Only. All items less than \$3,000 should be included in the operating budget equipment under 1 year request. New equipment requests include items such as: double stack ovens (dining), dust removal equipment system (carpenter shop), mercury analyzer (biology department), lighting equipment/controls (performing arts), kiln (art building), and fitness equipment (athletics).

AUDIO VISUAL REQUESTS:

Include items \$3,000 or greater Only. All items less than \$3,000 should be included in the operating budget equipment under 1 year request. Audio Visual requests include items such as: Apreso recording smart classroom, overhead projectors, document cameras, LCD projectors, and polycom VS7800 viewstation carts.

Questions regarding Audio Visual requests should be addressed to the Director of Media Services, John Moffa: x 4676

VEHICLE REQUESTS:

Vehicle requests (new and used) are submitted by departments such as Public Safety, Athletics, Facilities, Dining Services, and Student Affairs.