

CAPITAL BUDGET REQUEST AND JUSTIFICATION

FISCAL YEAR JULY 1, _____ THROUGH JUNE 30, _____

NOTE: To be submitted to the Accounting Office for approval by the CFO and the President for using funds from the Capital Budget Pool throughout the year. Detailed guidelines can be accessed from the Financial Policies and Procedures Handbook, online <https://www3.tusculum.edu/finance/>; pages 6 - 7.

CAPITAL BUDGET REQUEST

Date of Request Requested Amount
Department

JUSTIFICATION FOR PURCHASE

Description of Capital Asset

Specific Location where Asset will be housed and utilized (include Building and Room Location):

Purpose & Intended Utilization of Asset

Requestor Name
(Print)

Signature

Date

Dept/Div Chair

Signature

Date

Dean/VP

Signature

Date

FOR CABINET USE ONLY

Amount Approved

CFO

Signature

Date

President

Signature

Date

FOR ACCOUNTING OFFICE USE ONLY

GL Account No.

Asset Tag No.

This form can only be revised by Accounting Office. It may be downloaded online, <https://www3.tusculum.edu/finance/>, and prepared electronically.

Revised May 2026