Capital Budget

Policy Statement

- Used for purchases of buildings, land, improvement upgrades, and major projects OVER $25,000
- Used for purchases of equipment, furniture and fixtures, and technology OVER $5,000
- All capital budget items require a 'Capital Acquisition Form' (CAF) signed by the project manager and the department's budget manager.
- CAF must include supporting documentation including copies of quotes, bids or other paperwork outlining the project's cost.
- Actual capital spending must occur out of Fund 12
- Please contact Sara Vautour in Financial Affairs for any questions!

CAF Form: General Accounting --> FY-15 CAF Template

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