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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