



**Name:** Procurement – Capital Purchases  
**Policy Number:** 4-1020  
**Origin:** Financial Services  
**Approved:** 1 March 1993  
**Issuing Authority:** Director; Financial Services  
**Responsibility:** Manager; Procurement Services  
**Effective Date:** 1 September 2007  
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Capital purchases are defined as those items estimated to cost more than \$3,000.00 and having a life expectancy of greater than two years. The acquisition of capital items falls into two categories:

1. Capital items included in the approved capital budget. Financial Planning will advise the department of a project number and amount for each approved item
2. Capital items not specifically approved in the capital budget or where the expenditure exceeds the original budget estimate. Departments must complete a [Capital Expenditure Form](#) which may be obtained on the Financial Services website

See [4-2010 Budget Control: Capital Expenditure Request](#) for completion details.

Depending on the amount of the capital expenditure, departments will be required to contact Procurement Services to review the appropriate purchase method. (See [4-1013 Procurement – Competitive Quotations/Tenders](#))

Once funding is approved and the applicable procurement process (see [4-1013 Procurement – Competitive Quotations/Tenders](#)) is completed, purchase orders are initiated using a standard purchase requisition (See [4-1014 Procurement – Standard Purchase Requisition](#)). When completing the standard purchase requisition use the Capital Project expense FOAP assigned by Financial Services (Box C of the Capital Expenditure Request

