

Capital Expenditure Request Process

Subrecipients must obtain written approval prior to spending federal funds on capital expenditures over \$5,000.

1. Download and complete SFN 61974 Capital Expenses (non construction) or SFN 62336 Capital Construction before using federal funds to buy, maintain, or improve fixed assets, such as buildings, vehicles, equipment, or land. The forms can be found in the Document Repository under the Dashboard menu (left system navigation module).

Document Repository
Repository of posted documents

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Dashboard

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Document Repository

The posted documents from the Document Repository are listed below. Please feel free to download these documents as needed.

Search:

File Security	File Name	Description	Program Area	Type	File Size	View File
External	SFN 61974 Capital Expenses (non construction).pdf	SFN 61974 Capital Expenses (non construction)	All Program Areas	Word	724 KB	View File
External	SFN 62336 Capital Construction.pdf	SFN 62336 Capital Construction	All Program Areas	PDF	774 KB	View File

Showing 1 to 2 of 2 entries

Additional information is found under Category 700 – Property and Equipment, on Budget, Claim, and Amendment forms in WebGrants.

700 - Property and Equipment - Multi-List [+ Add Row](#)

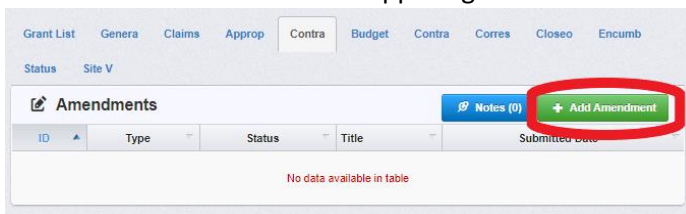
Property & Equipment – Document cameras, iPods, iPads, computers, printers, e-readers, monitors, whiteboards, smart boards, hard drives, etc. These items must be tagged as being purchased with specific federal funds. Exception: Computers are always coded as equipment, even those with a purchase price under \$750. Object Code 700 Guidance

[Capital Expenses Prior Approval Request](#)

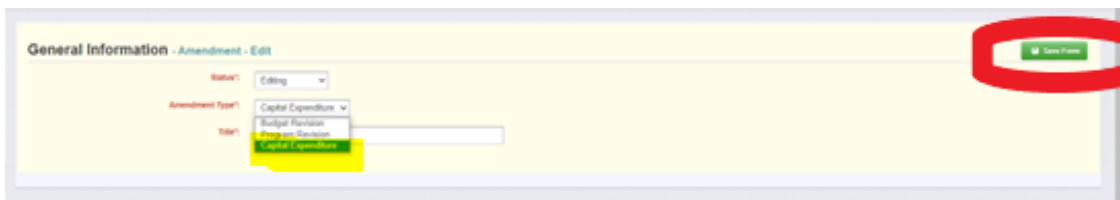
2. Once completed, upload the form to the correct Grant that will be used to pay for the item(s). Select 'Contract Amendments (Budget Changes & Capital Expenditure Forms)' from the list of Grant Component.



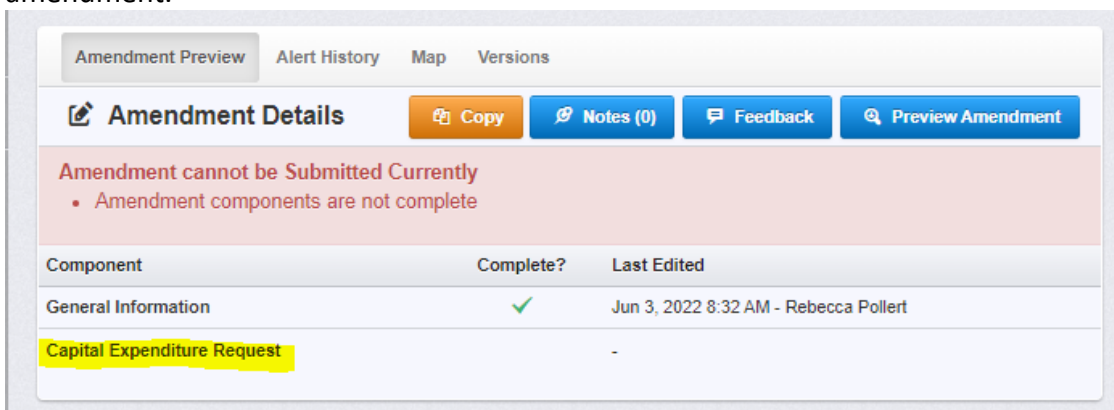
- All Contract Amendments and their status associated with this Grant will be listed
Click 'Add Amendment' in the upper right



- Users are directed to the 'Amendment General Information'.
Choose 'Capital Expenditures' from the Amendment Type dropdown menu, Title the request, then click 'Save Form'



- Once the General Information has been completed, user is returned to the Amendment Details Components. This is a complete list of all components required for the amendment.



Note: All components can be edited and saved as often as necessary. The system will require that ALL fields marked as required (***red**) MUST have entries and EVERY form must be 'Marked as Complete' to submit. User will receive a pop-up message to notify them of missing components if trying to submit without completing these steps.

Once all required fields are filled in and all components marked complete, the 'Submit Amendment' button will be available for amendment submission.

The screenshot shows the 'Amendment Details' page. At the top, there are navigation tabs: 'Amendment Preview', 'Alert History', 'Map', and 'Versions'. Below these are several action buttons: 'Submit Amendment' (orange), 'Copy' (orange), 'Notes (0)' (blue), 'Feedback' (blue), and 'Preview Amendment' (blue). A green banner message states: 'Amendment is in compliance and is ready for Submission!'. Below this is a table with the following data:

Component	Complete?	Last Edited
General Information	✓	Jun 3, 2022 8:32 AM - Rebecca Pollett
Capital Expenditure Request	✓	Jun 3, 2022 9:09 AM - Rebecca Pollett