

Capital Project Questionnaire

Capital Project

A capital project is a project to construct either a new capital asset or make significant, long-term renewal improvements to an existing capital asset.

Please provide responses to the below questions to the best of your ability. If any responses are to change during the course of the project, please re-submit with updated response(s).

Project Title: _____

Project Fund Org: _____

1. Please attach a detailed narrative of the scope of this project.

2. Please attach a detailed project budget.

Policy for Asset Capitalization Thresholds	
Equipment	\$5,000 and greater
Buildings	\$50,000 and greater
Building Improvements	\$50,000 and greater
Land	No threshold (at cost, not capitalized)
Land Improvements	\$50,000 and greater
Software and Software Systems	\$50,000 and greater

Policy for Capital Asset Life	
Equipment	2-10 years*
New Construction	40 years*
Building Improvements	20 years*
Land Improvements	20 years*
Software - Large Systems	10 years*

*Subject to change based on asset information received

3. Type of Capital Asset(s):

(Please list all that apply from above)

4. Useful Life of Capital Asset (in years): _____

5. Funding Source: _____

Yes No

6. Will this project include software license?

GASB Implications (Statement No. 96, Subscription Based Information Technology Arrangements)*

If yes, please list anticipated vendors/type (vendors or subcontractor)

i.e. Software Consultant vs. General Manager (ex. Vendor - ePlus)

7. Are there any recurring expenses related to this capital project?

(i.e. Software subscriptions, lease/rental agreements, service contracts)

Yes No

If yes, please list anticipated vendors/reason for recurring expense: _____

8. Will this project incorporate Art Inclusion as part of the debt?

Yes No

If yes, what percentage? _____

9. Will this project include hazardous material? *(ex. x-ray machines) Compliance-disposal of hazardous material; GASB implications**

Yes No

If yes, please ensure Director of Environmental Health and Safety is aware

10. Does the capital project include a replacement of an existing asset?

Yes No

If yes, is this replacement to bring the existing asset back to its original condition?

Yes No

OR

Will this replacement significantly improve the asset life?

Yes No

11. Does the capital project include repairs?

Yes No

If yes, are the repairs essential in putting the capital asset to use?

Yes No

12. List below IRT components, if any, necessary in putting capital asset to use (ex. switches):

Quantity	Description of the Component

13. Will this project be complete within 18 months?

Yes No

If no, please provide justification for additional time to complete: _____

14. Anticipated Start Date: _____

Anticipated End Date: _____

15. Please list where feasibility study or design expenses were previously charged to:

Fund Number	Organization	Description	Amount

* the institution is required to follow guidelines of Government Accounting Standards Board (GASB) for all FOAPALS