UNIVERSITY OF DALLAS

1845 East Northgate Drive
Irving, Texas 75062-4736

Request for Capital Expenditures

The purchase of equipment or a project costing more than $5,000.00 and having a useful life greater than one year.

Requested By:

Organization Name | Organization Number

Item or Project Requested	
Amount Requested	
Description	
Purpose	
Vendor	
Submitted for Capital Budget	No

Approval

Financial Manager

Business Office

Dean

Chief Financial Officer

For Business Office Use

Type of Expenditure: _____

Fund Number: _____ Fund Name: _____

Activity Code Number: _____ Activity Code Name: _____

Date Completed: _____ Signature: _____

FOAPAL

Fund	Organization	Account	Activity

Please use this coding on all CRVs for this project.