

Board of Directors Policy Manual

Policy Statement
Policy No.: 8.07

APPROVAL: 10/08

REQUEST FOR CAPITAL EXPENDITURE APPROPRIATION

I. PURPOSE

The purpose of this policy is to provide a uniform method for requesting a CAPITAL EXPENDITURE APPROPRIATION (CEA).

II. REQUIREMENT

A Capital Expenditure Appropriation (CEA) request is required whenever expenditure for a capital asset is to be considered in an amount over \$1,500. The Finance Committee must review the project, provide information regarding availability and appropriation of funds, and submit the CEA to the Board of Directors for approval.

III. RESPONSIBILITY

A. The CEA is to be prepared by the Division Director responsible for requesting the capital project.

B. The Division Director is responsible for submitting the CEA to the Finance Committee for review and approval or rejection.

C. Upon approval, the Finance Committee is responsible for submitting the CEA to the Board of Directors with information regarding the availability of funds in which to accomplish the project.

D. The Board of Directors will approve/reject the request based on the information received.

E. Should the CEA not be implemented within a six (6) month period of time, the request will need to be processed in the same procedure as outlined above.

Board of Directors Policy Manual

IV. CONTENT

The following defines the information required on the attached CAPITAL EXPENDITURE APPROPRIATION request form.

A. Division: What is the name of the Division submitting the request?

B. Project Title: What is the name of the capital project (property, plant, and/or equipment name)?

C. Description: Describe the project

D. Project Cost: Provide the cost of the project plus any associated costs considered as a part of implementing the project.

E. Program Objective(s): What is the reason for this project and what is its purpose?

F. Alternatives Considered: Provide alternatives that were considered in selecting this project.

G. Proposed Implementation Date: When is the project expected to be implemented?

H. Approvals: The Division Director, Commander/Deputy Commander and the Finance Committee will approve all Capital Expenditure requests.

I. Date Approved: the date the Board of Directors approves the CEA is mandatory.

Board of Directors Policy Manual

SHERIFF'S AUXILIARY VOLUNTEERS

CAPITAL EXPENDITURE APPROPRIATION

DATE: _____

DIVISION: _____

Project Title: _____

Project Description:

Project Costs: \$ _____

 \$ _____

 \$ _____

Total Project Cost: \$ _____

Program Objective(s):

Alternatives Considered:

Proposed Implementation Date:

Approvals: Division Director: _____

Commander/Deputy Commander:_____

 Finance Committee: _____

 Board of Directors: _____

Date Approved: _____