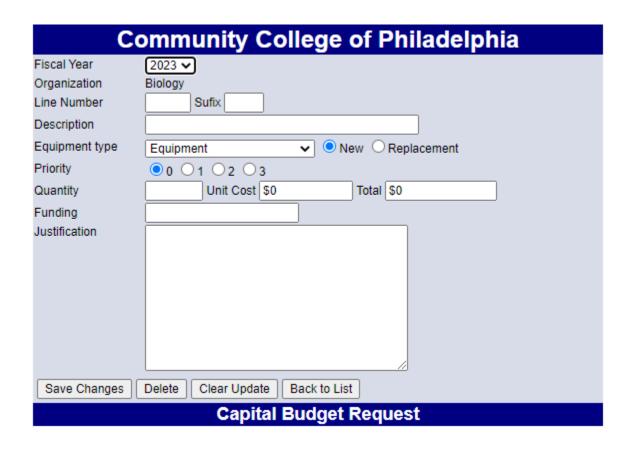
## PROCEDURES FOR SUBMITTING 2022-2023 CAPITAL BUDGET REQUESTS

All capital requests are to be prepared using the web-based application. The web-based process is designed so that each organization manager can enter his or her capital requests. To access this application log on to MYCCP and click on the Employee Tab under the Budget section "Budget Submission Web Forms" click on **FY23 Capital Budget**. Choose the organization from the drop-down boxes. To enter a requests, click on the "New Request" button.



A request menu will appear into which you enter the following information:



## Explanation for Information to be Provided for Each Field

Year:

The following four-digit code should be use

	<u>Code</u> 2023	<u>Fiscal Year</u> 2022-2023
Organization:	The five-digit organization number automatically appears based upon the organization you selected.	
Line:	Use whole (Arabic) numerals without decimals. Items, which must be purchased together, will have the same line number.	
Suffix:	required when sever purchased jointly ar line number. This f blank. Furniture ne capital purchase (e.	c characters. This is only ral items are required to be and therefore have the same field may otherwise be left eded in order to use a g., computer tables) should that capital item line separate suffix.
Description:		•
Equipment Type:	Use the following c items:	ode structure for category

- P Facility modifications
- E Non-computer equipment
- C Computer equipment and accessories except computer software
- S Computer software
- F All furniture
- T Telecommunications equipment

New/Replacement:	Select N if item is new and select R if item is a replacement unit.	
Priority:	Requests are to be prioritized using either a 1, 2 or 3. "Priority 1" means that the item is considered critical to the <b>"survival"</b> of an existing program and replacement is imperative. "Priority 2" means that the item is <b>"essential"</b> to a program or department, but the purchase could be delayed without irreparable damage to program or department. "Priority 3" means the item will <b>"enhance"</b> the program or department but is not a necessity.	
Quantity:	Must be a whole number.	
<b>Unit Cost:</b>	Cost per unit. (Whole numbers only - no decimals)	
<b>Total Cost:</b>	This field will be calculated. No entry is needed.	
Justification:	Please refer to item II in the Guidelines for the information to be provided in the justification statement.	
Funding:	Use this field if these items are to be funded with grants or other special funds. Indicate the source of funds, e.g., Title III or Vocational-Education funds.	

## **Changes to Requests**

To make changes to a request (such as Priority or Cost), select the line item number that you wish to change and left-click on the mouse. Make your changes then click on the "Save Record" button. To delete a request, click on the "Delete Record" button. Each time you save a record or delete a record, you will be returned to the screen that lists all the requests for the organization.