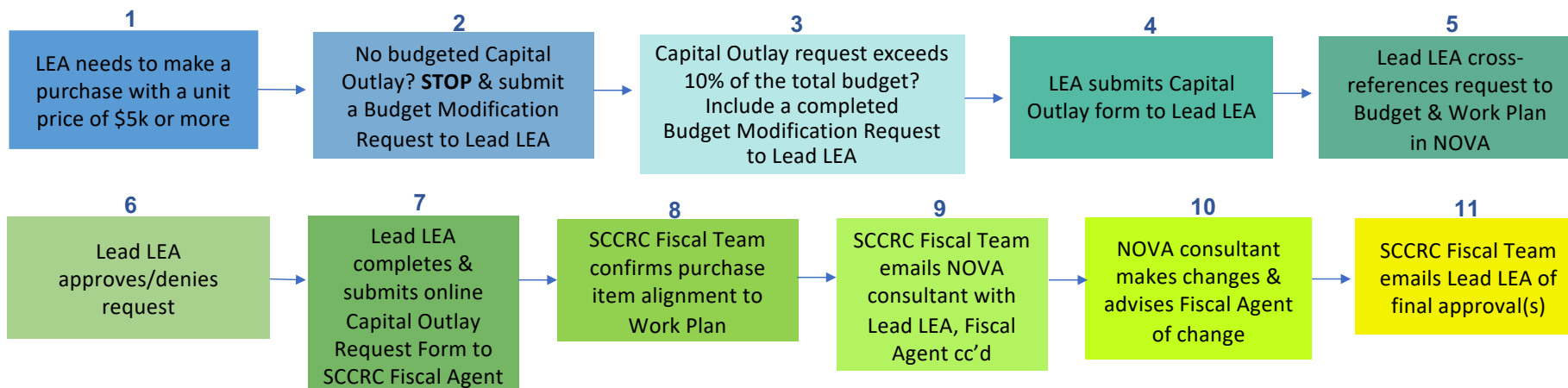


# Capital Outlay Request Process

**PRIOR TO EXPENDITURE!!! (if not already in approved NOVA plan)**

- → If there is no budgeted capital outlay within the budget, a **Budget Modification Request** must be completed and submitted for approval *before submission of a Capital Outlay Request*.
- → If the capital outlay purchase exceeds 10% of the total budget, a completed **Budget Modification Request** must be included with the Capital Outlay Request.
- A Lead Local Educational Agency (LEA) is required to obtain prior approval from the South Central Coast Regional Consortium (SCCRC) *prior to making any capital expenditure purchase* with a unit cost of \$5,000 or more from any K12 SWP-funded project.
- Capital Outlay purchases include replacement equipment, other capital assets, and improvements which materially increase the value or useful life of equipment or other capital assets allowable as a direct cost when approved by the SCCRC.
- The approval request must describe the justification for the capital expenditure as it relates to the K12 SWP funded project along with supporting bids or price quotations.
- A Capital Outlay Request Form should be completed and submitted online by the Lead LEA *prior to purchasing the equipment*.

## Capital Outlay Request Steps



**CHANGE:** Approved Capital Outlay Requests will be annotated in the Budget Narrative Section of the Plan.