

From: \_\_\_\_\_  
\_\_\_\_\_

**CAPITAL EQUIPMENT CHANGE REQUEST FORM**

Year \_\_\_\_\_

Additions\*

Because of changes in program needs, the following item(s) of capital equipment should be **added** to the department's approved capital equipment list:

**Item(s)**

Funding for the above item will be from the following

Substitutions\*

Because of changes in program needs, the following item(s) of capital equipment should be **added** to the department's approved capital equipment list as a **substitution** for the item being deleted below:

**Item(s)**

Item(s) to be deleted from the department's approved capital equipment list:

**Item(s)**

**\*See Financial Services Policy on capital equipment purchases**

Approvals:

**Department Chairman:** \_\_\_\_\_

**College Dean:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_