



**One-time Capital Funds Request Form**  
Budget Year 2005-2006

**PURPOSE:** This form is to request funds for major departmental needs that are one-time as opposed to on-going or “base budget increases”. In the event funds for one-time needs are available, requests will be prioritized by vice-presidents and reviewed in the budget process.

**SCOPE:** One-time capital funds may be requested for equipment (e.g., communication / computing, office, and laboratory equipment), building fixtures and modifications (e.g., smart classroom or music sound booths), software, and other like needs. The minimum project or acquisition cost for requests is \$7,500.

Equipment or Project: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Description: \_\_\_\_\_

How does this benefit UNC and its students?

Is private donor support “match” involved in this acquisition? Yes \_\_\_ No \_\_\_ If Yes, describe:

Does this item require on-going funding or support? Yes \_\_\_ No \_\_\_ If Yes, describe:  
(supplies, monthly connections, maintenance contract, software support, etc.)

Does this item require installation or support by another department such as Facilities or Information Technology? Yes\_\_\_ No\_\_\_ If yes, please attach details of the type and cost of support required.

Requestor: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Approval \_\_\_\_\_ Date: \_\_\_\_\_

**VP Priority:** High Medium Low

**F&A Review:** \_\_\_\_\_