Capital Expenditures Exception Request

A capital expenditure is the purchase of a long-term asset that UF owns and uses in fulfilling its mission and is not expected to be consumed within one year of acquisition. Examples of capital expenditures may include furniture, equipment and software that exceed $5,000 per item. Contract- and grant- related purchases are exempt (Funds 201 and 209).

To request an exception to purchase a capital expenditure, approval must be obtained from the Dean and/or appropriate Vice President. All requests must receive final approval from the Provost. Note that all *UF Procurement regulations and policy requirements* *remain in place.*

College/VP Area: _____ Department _____

Funding Source (Check all that apply): Chartfield: _____

☐ State ☐ Grant ☐ Start-up ☐ IDC ☐ Other

myUF Marketplace Purchase Requisition Number (if applicable): _____

Purchase Contact Name: _____ Email: _____

Purchase requested: _____

_____

Justification for Exception: _____

_____

Cost of purchase _____

Signatures

_____ _____

Dean Date or Vice President Date

_____

Provost Date

Completed forms should be submitted to Becky Holt at bholt@ufl.edu.