



**SGA/AGÉ FINANCIAL POLICIES &  
PROCEDURES – CAPITAL PURCHASE**



## SGA/AGÉ FINANCIAL POLICIES & PROCEDURES

<b>Title:</b>		<b>Capital Purchase</b>	
<b>Category:</b>		<b>Purchase Policy</b>	
<b>Ratified:</b>	<b>June 25<sup>th</sup>, 2018</b>	<b>Effective:</b>	<b>June 26<sup>th</sup>, 2018</b>

### DETAILS

1. All Capital Assets are to be capitalized and amortized on a rational basis over the estimated useful life of the asset. Our policy is to capitalize all assets having both a value of over \$2,500 or greater and a minimum estimated useful life of over one (1) year. Items not meeting these requirements will be expensed during the year they are purchased.
2. All capital purchases at the discretion of the signing authority and a signing officer require three quotes, where applicable, before the authorization of such purchase. The Executive Committee must approve all capital requests.
3. All capital purchases must be reported to the Director of Finance for the recording of the item(s) for asset purposes by forwarding the original invoice clearly marked with "Capital" on the Expense Approval Forms.
4. If three quotes are received, the least must be taken for the purchase unless a just cause can be shown to use a higher quote.
  1. Just cause would constitute a more comprehensive warranty, more comprehensive service, and/or availability of an item based on the need for the item. This would be determined by the Executive Committee.