

Capital Equipment Budget Requests

1. Provide as much as detail as possible regarding the estimated cost of the equipment you are requesting.
2. You are encouraged to project your capital needs for the upcoming 3 to 5 year period. This will help you determine your needs more clearly as well as assist us in projecting overall college resource needs.
3. Requests that have been made in a prior budget year where the expense has been deferred must be requested again. No capital budget amounts will automatically roll from one budget year to the next year. Capital budget do not become part of your department operating base budgets.
4. If your request is related to work performed by Facilities, contact them at 245-1212.
5. Requests by administrative staff for IT equipment should be made to Terry Mollett at mollettt@dickinson.edu, Telephone: (717) 245-1609.
6. Requests by faculty for IT equipment should be made to Pat Pehlman at pehlman@dickinson.edu Telephone: (717) 245-1545.
7. Your capital equipment budget request should be made directly on the bottom of your department operational expense budget request, with any relevant attachments.