

## PROCEDURES FOR SUBMITTING 2023-2024 CAPITAL BUDGET REQUESTS

All capital requests are to be prepared using the web-based application. The web-based process is designed so that each organization manager can enter his or her capital requests. To access this application log on to MYCCP and click on the Employee Tab under the Budget section “Budget Submission Web Forms” click on **FY24 Capital Budget**. Choose the organization from the drop-down boxes. To enter a requests, click on the “New Request” button.

*Community College of Philadelphia*  
Capital Budget - [ ]

|                |          |                     |          |           |             |        |             |           |        |
|----------------|----------|---------------------|----------|-----------|-------------|--------|-------------|-----------|--------|
| Show Priority  | All ▾    | Hide Justifications | Org      | Biology ▾ | Fiscal Year | 2024 ▾ | New Request | Re-Number | Logout |
| Equipment Type | New/Repl | Priority            | Quantity |           |             |        |             |           |        |

A request menu will appear into which you enter the following information:

**Community College of Philadelphia**

|   |  |                                      |                                   |
|---|--|--------------------------------------|-----------------------------------|
| Fiscal Year   | 2024 ▾   |                                      |                                   |
| Organization  | ASL/English Interpreting ▾   |                                      |                                   |
| Line Number   |  | Suffix                               |                                   |
| Description   |  |                                      |                                   |
| Equipment type  | Equipment ▾  | <input checked="" type="radio"/> New | <input type="radio"/> Replacement |
| Priority  | <input checked="" type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 |                                      |                                   |
| Quantity  |  | Unit Cost                            | \$0                               |
| Funding   |  |                                      |                                   |
| Justification   |  |                                      |                                   |
| <input type="button" value="Save Changes"/> <input type="button" value="Delete"/> <input type="button" value="Clear Update"/> <input type="button" value="Back to List"/> |  |                                      |                                   |

**Capital Budget Request**

**Explanation for Information to be Provided for Each**

## Field

**Year:** The following four-digit code should be use

| <u>Code</u> | <u>Fiscal Year</u> |
|-------------|--------------------|
| 2024        | 2023-2024          |

**Organization:** The five-digit organization number automatically appears based upon the organization you selected.

**Line:** Use whole (Arabic) numerals without decimals. Items, which must be purchased together, will have the same line number.

**Suffix:** Use small alphabetic characters. This is only required when several items are required to be purchased jointly and therefore have the same line number. This field may otherwise be left blank. Furniture needed in order to use a capital purchase (e.g., computer tables) should be included within that capital item line number and have a separate suffix.

**Description:** Brief **generic** description of item. (Please limit to 60 characters.) Do not enter the vendor or model number. Example: Microscope or Printer

### **Equipment Type:**

Use the following code structure for category items:

- P - Facility modifications
- E - Non-computer equipment
- C - Computer equipment and accessories  
except computer software
- S - Computer software
- F - All furniture
- T - Telecommunications equipment

|                         |   |
|-------------------------|---|
| <b>New/Replacement:</b> | Select N if item is new and select R if item is a replacement unit.   |
| <b>Priority:</b>        | Requests are to be prioritized using either a 1, 2 or 3. "Priority 1" means that the item is considered critical to the " <b>survival</b> " of an existing program and replacement is imperative. "Priority 2" means that the item is " <b>essential</b> " to a program or department, but the purchase could be delayed without irreparable damage to program or department. "Priority 3" means the item will " <b>enhance</b> " the program or department but is not a necessity. |
| <b>Quantity:</b>        | Must be a whole number.   |
| <b>Unit Cost:</b>       | Cost per unit. (Whole numbers only - no decimals)   |
| <b>Total Cost:</b>      | This field will be calculated. No entry is needed.  |
| <b>Justification:</b>   | Please refer to item II in the Guidelines for the information to be provided in the justification statement.  |
| <b>Funding:</b>         | Use this field if these items are to be funded with grants or other special funds. Indicate the source of funds, e.g., Title III or Vocational-Education funds.   |

### **Changes to Requests**

To make changes to a request (such as Priority or Cost), select the line item number that you wish to change and left-click on the mouse. Make your changes then click on the "Save Record" button. To delete a request, click on the "Delete Record" button. Each time you save a record or delete a record, you will be returned to the screen that lists all the requests for the organization.