

# Capital Outlay Request

*Capital Outlay refers to costs in excess of \$5,000 for equipment or building purchase and renovation costs to meet Public Act 116 of 1973, as amended; licensing approval; or to provide sufficient classroom space. All expenditures deemed capital outlay require pre-approval before GSRP funds may be utilized for the project. Subrecipient capital outlay requests up to \$20,000 require ISD approval. Capital outlay requests for ISD expenditures as well as subrecipient requests that exceed \$20,000 must be submitted to MDE for approval. **If a portion of any capital outlay item is charged to GSRP, ISD or MDE approval as noted above, is required before the cost is incurred.** Capital Outlay approvals must be kept on file at the ISD for fiscal review. For further detail on capital outlay requirements see the [Budget](#) section of the GSRP Implementation Manual.*

**ISD:**

**Subrecipient:**

**Date of request:**

**Fiscal Year and Budget from which expenditure is requested:**

**FY:**

Program Budget       Transportation Budget       Carryover Budget

**Please provide the following information for consideration.**

1. How is the ISD/subrecipient requesting to expend GSRP funds?
2. Provide justification for the purchase or renovation.
3. What is the total estimated cost of the purchase or renovation? Provide details if extensive.
4. Of the above amount, what is the total amount requested from GSRP funding?

5. Does the capital outlay project exceed the [competitive bid](#) threshold? If so, was a process meeting requirements followed? Explain why the bid selected was chosen?
  
6. Will there be shared use? If so, explain the basis for the cost sharing.
  
7. Provide details on the ongoing costs associated with the purchase or renovation and how those costs will be funded.
  
8. If this is a purchase that will be installed on subrecipient property or is a renovation, what assurance does the subrecipient provide that GSRP will continue to benefit from the purchase or renovation?
  
9. If these GSRP funds are from a current year allocation, and used for capital outlay, how does the subrecipient intend to provide all other required program services?

**Subrecipient Representative Submitting Request:**

**ISD Review:**

- Approved
- Not Approved

Reason:

Signature:

Date:

**MDE Review** (all ISD requests and subrecipient requests exceeding \$20,000):

- Approved
- Not Approved

Reason:

Signature:

Date: