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| STATE BUILDINGS PROGRAM POLICIES AND PROCEDURES |

**EM Project Capitalization Questionnaire**

*FPM Chapter 4 section 1.12: It is the departments’/institutions’ responsibility to notify DPA whether or not the project will be capitalized at the department/institution.*

EM Project Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Benefitting Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This project will be capitalized. This project increases the capacity, operating efficiency or extends the useful life of an existing asset and is greater than or equal to $50,000.

This project will remain in expense and will not be capitalized. This project is less than $50,000. Or, this expenditure does not increase the capacity, operating efficiency or extend the useful life of an existing asset.

Controller approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_