INSTRUCTIONS FOR COMPLETION OF THE CAPITAL EXPENDITURES BUDGET DETAIL WORKSHEET

CAPITAL EXPENDITURES BUDGET DETAIL WORKSHEET (Attachment 12)

The Capital Expenditures Budget Detail Worksheet is used to list the capital expenses. There are five (5) categories, detailed below. A capital expenditure is any item with a unit cost of $5,000 or more that has a useful life expectancy of one (1) year or more.

The cells on the worksheet that are to be completed by the WIC local agency are highlighted in blue. The cells highlighted in orange are locked formula cells.

1. Enter your WIC local agency name.

2. Complete the Maximum Payable Amount (Column C) for each category. Enter "0" if there is no planned expense in that category.

The "Items Total" for the Maximum Payable Amount (Column C) is the sum of the amounts in Column C. The amount is calculated by formula and cannot be edited.

3. Enter the Capital Expenditures Budget Detail Worksheets "Items Total" amount onto the Funding Worksheets, Line Item 3, Capital Expenditures (Attachment 6).

If listing a Capital Expenditure, also complete the Justification of Capital Expenditures (Attachment 13).

Justification of Capital Expenditure Categories

- **Telephone System** (examples are auto dialer, telephone system, etc.)
  - Is this a first time purchase or replacement of a current item?
  - Item Type:
  - Location(s) of Item:

- **Information Technology Equipment** (examples are firewalls/routers, network switches, blade servers, power systems, E-storage, videoconferencing equipment, etc.)
  - Is this a first time purchase or replacement of a current item?
  - Item Type:
  - Location(s) of Item:

- **Vehicles**
  - Is this a first time purchase or replacement of a current vehicle?
  - If replacing, what vehicle is being replaced (Provide Year, Make, Model)?
  - Vehicle Type (Make, Model):
  - Location(s) of vehicle:
  - Justification for vehicle purchase including how the vehicle will fit in with the fleet.

- **Photocopy and Duplication Equipment** (examples are office copier, work center copier, fax/copier/printer combo, etc.)
  - Is this a first time purchase or replacement of a current item?
  - Item Type:
  - Location(s) of Item:

- **Other** (Other should rarely be used. It includes any other capital expenditure not categorized above. Examples may include other large office equipment or capital repairs.)
  - Is this a first time purchase or replacement of a current item?
  - Item Type:
  - Location(s) of Item: